



Guru Gobind Singh Indraprastha University
“A State University established by the Govt. Of NCT Delhi”
Sector 16-C, Dwarka, New Delhi – 110078



F. No.: GGSIPU/CCGPC/2023/ 781

31st October 2023

Sub. Placement opportunity for MBA (Finance) students of GGSIP University of the batch passed out in year 2023 in the company “Impressions Services (P) Limited”.

Dear Placement Officer,

Greetings from CCGPC, GGSIPU!!!

Please find below details of Placement opportunity for MBA (Finance) students of GGSIP University of the batch passed out in year 2023 in the company “Impressions Services (P) Limited” for your reference and circulation to students to apply on given link by **2nd November 2023, 2:00 PM:**

Registration Link – <https://forms.gle/3LktwAvc3wBScFV9A>

Name of Company- Impressions Services (P) Limited

Title: Finance Executive

Department: Finance

Eligibility: MBA Finance students of batch passed out in 2023

Experience: Fresher (0-1 years)

Location: Gurgaon, India

Compensation: INR 3.50-4.50 LPA. However, it is flexible commensurate with the competence and aptitude of the candidates.

JD attached for more information.

LAST DATE FOR REGISTRATION IS 2nd November 2023, 2:00 PM.

(Dr. Nisha Singh)
Training and Placement Officer
CCGPC, GGSIP University

Job Description

Title: **Finance Executive**

Department: Finance

Experience: Fresher (0-1 years)

Location: Gurgaon, India

Company Overview

We are a prominent pan-India facility management company, acknowledged for delivering comprehensive solutions across industries. We are seeking a bright candidate for the role of Finance Executive with 0-1 years of experience.

Key Responsibilities

1. Customer Statements and Invoicing:

- Prepare and manage customer statements, bills, and invoices.
- Reconcile expenses to the general ledger, ensuring accuracy and completeness.

2. Client Payment Reconciliation:

- Reconcile client payments by comparing details given by clients with open invoices in the system.
- Ensure that all payments are accounted for and properly posted.

3. Accounts Receivable Management:

- Coordinate the maintenance and summarization of invoice accounts.
- Facilitate monthly transfers to accounts receivable accounts, verify totals, and prepare relevant reports.
- Track withholdings and deductions.

4. Issue Logs and Discrepancy Resolution:

- Prepare issue logs for discrepancies such as hours, rates, GST, and discounts.
- Communicate effectively with various teams, such as the Timesheet team, Operations, and Sales, to resolve discrepancies and ensure the accuracy of invoice data.

5. GST Calculation and Reconciliation:

- Calculate and reconcile the amount of GST due, ensuring accurate payments are made to relevant authorities.
- Manage and maintain accurate records of GST transactions and payments.

6. Management Reporting:

- Prepare comprehensive management reports, including credit balance and past due reports.
- Analyse and interpret financial data to assist management in making informed decisions.

7. Communication and Coordination:

- Proactively communicate with clients regarding past due invoices, ensuring timely collections.

- Collaborate with the sales department to resolve any issues related to client invoices and payments.

Note:

Responsibilities also include participating in continuous improvement initiatives and other duties as assigned to support the overall finance team objectives.

Skills and Qualifications:

- Bachelor's degree in a relevant field.
- 0-1 years of experience.
- Strong organisational and multitasking skills.
- Excellent written and verbal communication abilities.
- Expertise in MS Excel and Powerpoint (or google workspace equivalents)
- Analytical mindset for data-driven insights.
- Ability to foster collaboration and manage stakeholders.

Benefits

Competitive compensation, professional growth opportunities.