

**B.Com/BBA**

The students of **B.Com/BBA** are informed that there is opening with **IBN Technologies Ltd** Interested students kindly register their name with the placement cell on or before **31<sup>st</sup> March 2019 till 10:00AM**

**Profile:** Jr. Process Executive (Male Candidate Only)

**Qualification:** B. Com,BBA-Finance

**Fresher candidates.**

- Good Knowledge of Accounting Entries.
- Any accounting Software knowledge.
- Knowledge of QuickBooks will be preferred.
- Good English written communication skills.
- Commerce Graduate,

**Job Description as follows –**

- Performing Accounting and Bookkeeping for US Clients, Bank Reconciliation,
- Sales & Purchase Invoicing in accounting software,
- After the Fact Payroll Reports Downloading and Processing in Accounting software,
- Financial Statement preparation on demand of Client
- Managing Cash Basis & Accrual Basis Accounting,
- Managing Day to Day Deliverable,
- Emailing Work Status, Quires to TL or Client for further clarification.

**Arjun R. Kale**  
Training & Placement Officer

**Dr. B.B.Waphare**  
Principal