

Details of Requirement are as follows:

Company Name :	BHEL , Corporate Office
Address for Communication:	BHEL corporate office , Delhi
No. of Requirements:	3 (Three)
Work Place:	Delhi/Noida
Stipend Amount:	As per Company norms

Area of work:

The broad Job requirement for engagement of ICMA Industrial Trainee at BHEL is as below:

- Initial checking of bill, documentation of various records and assisting for preparation of Payment Voucher.
- Checking of bill with Schedule of rate as per Work Order
- Preparation of data for filling TDS and GST return
- Preparation of data for SAP Payroll as per prevailing income tax law
- Preparation and assisting in filling of TDS return for Salary.
- Assisting for issue of TDS certificate to employees as well as vendor
- Preparation of various MIR as per management requirement.
- Coordination with other concerned group for timely received of input data.
- Monitoring of actual expenditure viz-a-viz budget
- Coordination with the Statutory /Cost / Tax /Internal / Govt Auditor during audit work
- Visiting various authorities such as TDS(IT) /GST/ Ministry /Bank along with the concerned official for resolving of any pending issue/notice.
- Cash Management

- Preparation of Books and Accounts
- PF

Interested can send their CV's to: "rahulchandra@bhel.in"