

### PLACEMENT OF CMAs FOR GENPACT AT VIJAYAWADA

All the CMAs who are meeting the criteria of GENPACT (criteria are given below) may attend the interview as per details given below.

S. No.	Place	Date	Venue	Participating company	Criteria
1.	Vijayawada	10 <sup>th</sup> May 2014 (Saturday)	To be announced shortly	GENPACT	Given below

All the CMAs who are meeting the criteria of GENPACT may attend the interview as per above mentioned details.

#### IMP to NOTE:

If you are attending the campus for Genpact, then you are required to send a confirmation mail positively at [tnp@icmai.in](mailto:tnp@icmai.in) latest by 6<sup>th</sup> May (by 5 PM) with subject line as "GENPACT CONFIRMATION-VIJAYAWADA".

### Job Description and Position Specification

#### ✓ Skills and Qualification

- Bachelor's in commerce & CMAs with minimum 1yr exp. in accounting
- 1 - 4 years of relevant experience in Book keeping and Management reporting
- Good verbal and written communication skills
- Detail oriented and organized with excellent analytical and problem solving skills
- Proficiency in MS Office
- Specific (ERP) working knowledge is preferred
- Good Interpersonal Skills

#### ✓ Profile

- Individual contributor role in PL & B/S reporting, General accounting, GL master data, Accruals & Prepayment.

- Activities related to Closing and Reporting of books (e.g.: journals, Reconciliations, Fixed assets, intercompany etc.)
- Preparation of management reporting packs
- Cost center management and explanation of variance to Budgets
- Activities relating to Planning and budgeting etc.
- Play the role of process trainer for the remaining team mates to help them come up the learning curve
- Independent handling of Mill Accounting ,Costing & Analysis

✓ **Role & Compensation & Benefits**

- Designation : Process Developer
- CTC – 2.50 Lakh (P.A) Excluding all Incentives
- Joining Bonus – 50 Thousand ( One Time )
- 1 Year Service Agreement
- Location - **Hyderabad**
- On Job Training – Yes\*
- Weekend Offs – No\* ( 5 Days Working Window )
- Shift Timings : Selected Candidate has to agree on 24\*7 timelines
- Pref. : 2 PM to 11 PM / 5.30 PM to 2.30 AM