



Raj Kumar Goel Institute of Technology

5th KM. STONE (OPP. JAIN TUBE CO. LTD.), DELHI-MEERUT ROAD,
GHAZIABAD (U.P.) - 201003

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Notice

11th March, 2015

RKGIT/259/CRC/2014-15

Attn: MBA (Finance)-Major/Minor Final Year Students (Batch-2015).

Subject: Recruitment Drive of Accys Management Services Private Limited

Accys Management Services Private Limited is likely to conduct a recruitment drive for MBA (Finance)-Major/Minor final year students. The details is as follows:

About the company:

Accys Management Services Private Limited (Accys) is a focused "Business to Business" Account Receivables Management ("ARM") Service Provider. Accys concentrates solely and exclusively on designing, developing and implementing customized B2B accounts receivables solutions for its clients. Having offices PAN India, headquartered in Gurgaon.

Position	:	Executive (Accounts – Receivables)
Job Location	:	Gurgaon
Salary	:	INR 1,80,000 to 2,00,000

Job Description:

- The ideal candidate should be able to work independently with little or no supervision.
- The person must be exceedingly well organized, flexible.
- The person should be able to interact with senior level people and Clients in a fast paced environment.
- Should be able to work under pressure, remains flexible, proactive, resourceful and efficient.
- Expert level written and verbal communication skills, strong decision making ability and attention to detail are equally important.

Role and Responsibilities:

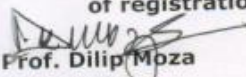
- Preparation of AR / AP Statements
- Debtor/creditor/vendor reconciliation
- Reconciliation of Invoices/Bills & Respective Ledger Accounts
- Escalate problems when unable to resolve customer issues
- Working for the Invoicing Process
- To ensure that the billing is accurate and time effective
- Works as part of a team ensuring performance standards are met.
- Responsible for data processing, requiring interaction with both internal and external executives
- Follow through on issues in a timely manner
- Follow up with debtors through visits, telecalling, emails on day to day basis
- Coordinating with clients for business growth as well as enhancing the existing business relationship

Skills:

- Hands on experience in excel
- Strong Accounting knowledge
- Good communication skills
- Good relationship management skills

Notes:

- Interested students are requested to register in CRC department on or before 13th March 2015 (Friday) till 1:00 PM and should carry a soft copy of updated resume.
- Date of interview & venue will be intimated post registration and depending upon number of registrations.


Prof. Dilip Moza
Head -CRC

Cc:

Mr. Harsh Sharma-Faculty Rep.-MBA (B. Tech)
Dr Vibhuti-HOD-MBA (B. Tech)
Dr. Arvind Singh-Principal-MBA
Mr.Upesh Bhatnagar-For Website update

Mr. Vipul Goel-Accounts Office
Prof. V. K. Singh-Dean 2nd shift
Shri H. G. Garg, Dean, RKGIT – GZB
Dr. S. C. Gupta- Director Academics
Dr. D. R. Somashekar, Director, RKGIT – GZB
Prof. B. K. Gupta, Advisor, RKGIT – GZB
Shri Dinesh Kumar Goel, Chairman, RKGIT