

NIIT Institute of Finance, Banking & Insurance Training Limited

2nd Floor, 205 & 206, Babukhan Estate, Basheerbagh,
Hyderabad-500 002, India Phone: +91 40 4007 4132
www.ifbi.com

Kindly find the below schedule of the drive, with interview rounds of the drive

The flow of the activity would be as follows:

| S.no | Activity | Time |
|------|--|----------|
| 1 | Inserts distribution and putting up posters in college campus to promote the event | 09:15 AM |
| 2 | On the day of Event -Starts with Registration | 09:30 AM |
| 3 | Presentation by IFBI Representative | 10:00 AM |
| 4 | JAM Session | 11:20 AM |
| 5 | IFBI Personal Interview | 12:00 PM |
| 6 | Telephonic Interview | 01:30 PM |
| 7 | Results | 04:00 PM |

Job Description:

Ø **Designation: Process Associate**

Ø **Package: 1.5 Lakhs per annum for freshers and up to 2.1 if the candidates are having any work experience**

Job Responsibilities:

- Finance -Reconciliation experience
- Preparing reconciliations;
- Resolving un-reconciled items;
- Providing reconciliations to the Reconciliation Approval Process for review and approval
- Entering appropriate journal entries to reconcile balances.
- Creating and tracking the Account Reconciliation Log

To,
MallaReddy Engineering College

Hyderabad

Respected Sir/Mam,

SUB: Job drive for the Genpact

Institute of Finance Banking & Insurance (IFBI), a joint venture of ICICI Bank & NIIT Limited. The institute has been set up to cater the growing manpower needs of the Banking & Financial Services sector. IFBI is a combination of the strengths of both its parents: NIIT's expertise in the design and conduct of distributed non-formal education with over 31 years of experience in manpower development for India's IT sector and ICICI Bank's domain-knowledge across the spectrum of financial services and its leadership status within the BFSI sector.

Finance and Accounts is a big growth area in the BPM industry. Industry is looking for bright young graduates and post graduates to join the workforce.

We propose to conduct a Presentation on Finance and Accounting, wherein we would be showcasing the Growth and Career Opportunities in BPM industry.

Currently NIIT IFBI and NIIT Uniqua have very unique tie up with Genpact, a leading firm in the BPM industry which is looking for B.Com/M.Com graduates who are keen to make their career in this industry..

The flow of the activity would be as follows:

- Inserts distribution and putting up posters in college campus to promote the event
- On the day of Event -Starts at 10am with Registration
- Presentation by IFBI Representative

We request your permission to hold this event for 2013 & 2014 graduation batch & post graduate students of your esteemed institution. We would be grateful if you could communicate to us some dates and timings which would be convenient for you when we could hold the Presentation.

Program Objective

The program has been designed exclusively for graduates seeking a fast moving career in Global Accounting and Finance. The objective of this program is to provide practical global accounting

knowledge and building competence to secure a F&A career in the BPM industry.

After completion of the program the candidate will

- Gain knowledge of BPM F&A industry - Methods and Practices
- Understand F&A Business processes accepted globally
- Understand end to end reconciliation - Process, Policies and Practices
- Gain practical application of Accounting Fundamentals and GAAP in the global back office context
- Gain practical application of Financial Statement Derivation and Analysis
- Gain an overview of IT applications in the F&A environment
- Display relevant competence in spoken and written business communication

- Display relevant competence in MS Office / equivalent particularly MS-Excel and MS-Word
- Demonstrate understanding of basic customer service
- Demonstrate Professional grooming and business etiquette

Industry Overview

With the BPM (Business Process Management) industry on the rise growing at the rapid rate 15% per year and requiring about 200,000 people every year, the need for qualified, trained and skilled manpower is at an all-time high. The BPM industry needs professionals with good interpersonal and communication skills who are not only competent in fundamentals of Accounting & Finance but also are good at communication, business etiquette and professional skills.

The F&A (Finance and Accounting) domain is the largest component of the BPM industry and has three main areas of specialization:

- 1. R2R - Record to Report** -The end to end financial process right from recording financial transaction to finalization of financial statements. The focus is on ensuring accuracy, compliance and delivering right information at the right time to the right person.
- 2. P2P - Procure to Pay** -The end to end Procurement cycle right from identifying the right vendor, purchase of material or service to completion of payment. The focus is on ensuring efficiency in procurement, and accuracy in the payment process.
- 3. O2C - Order to Cash** -The end to end process of receiving and fulfilling customer requests for goods or services to receiving payment. The focus is on ensuring efficiency in customer order management and getting timely payments into the business.

About the program

The Global Finance and Accounting program is a certificate level program that has been designed to attract bright young graduates for an exciting career in Finance and Accounting- Reconciliation domain. The prime objective of the program is to build a talent pool initially for Genpact and then for the entire BPM industry all across India by identifying and equipping students with necessary skills for high productivity and performance. Students will learn about international accounting standards, processes and terminologies and this will make them competent in the skills required for Global Accounting.

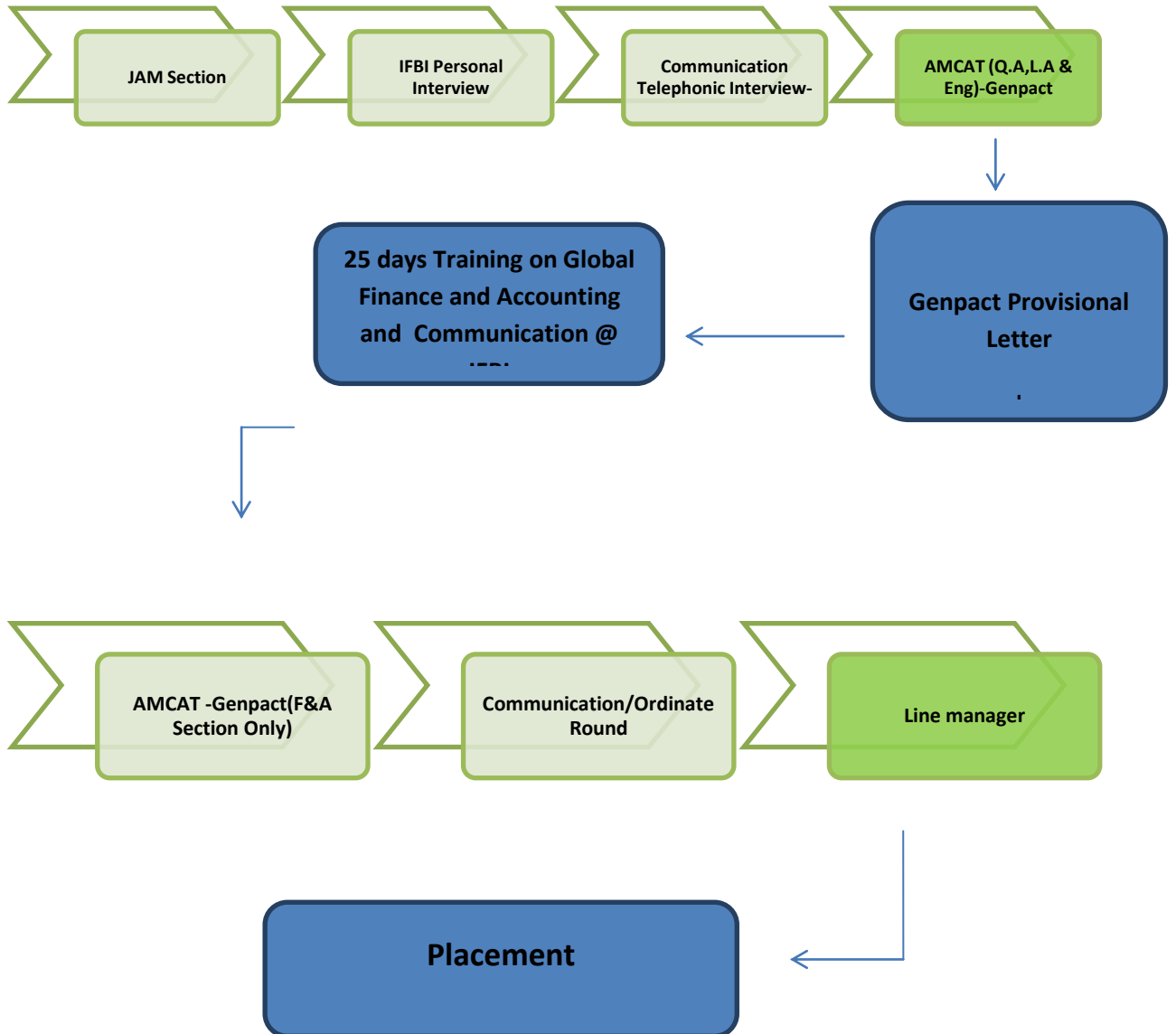
Program Description

- Global Business Process for F&A
- Accounting Concepts & GAAP
- F&A Fundamentals and its Applications
- Reconciliation Process in F&A
- Reconciliation Policies, Criteria & Metrics
- Business Etiquette
- MS Office Skills
- Communication Skills

Eligibility Criteria

- B.Com/M.com / B.com+MBA (Correspondence graduates can also apply)
- Age should be < 31 years at time of enrolment

Selection Process:



Q.A-Quantitate Aptitude

L.A-Logical Ability

Eng-English

F&A-Finance & Accounting

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Note:” If the candidate is not able to clear in the first attempt in the final rounds, he will be provided with multiple opportunities with different line managers of GENPACT”

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- **Designation: Process Associate**
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