



Job Title:	Accounting and Finance Intern	Job Category:	Internship
Department/Group:	Accounting and Finance	Job Code/ Req#:	AFI-01
Location:	Ahmedabad	Travel Required:	No
Stipend:		Position Type:	Permanent
HR Contact:	Chintal Shah, 9879517978	Joining Date	Immediate
Will Train Applicant(s):	Training will be given	Posting Expires:	Within 7 days
Applications Accepted By:			
Email: protecttheplanet@recycle.green Fax number or Email		Subject Line: Application for the post of Accounting and Finance Intern	
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Manages inventory tracking system to record deliveries, shipments and stock levels. • Evaluates deliveries, shipments and product levels to improve inventory control procedures. • Analyzes daily product and supply levels to anticipate inventory problems and shortages. • Proposes strategies to reduce costs and improve procedures of supply chain logistics. • Monitors demand and analyzes data to anticipate future supply and logistical needs. • Reports on inventory levels, supply chain progress, procedural efficiency and personnel issues to upper management. • Prepares purchase, sales, credit note, debit note, purchase order, proforma invoice, asset, liability, and capital account entries by compiling and analyzing account information. • Documents financial transactions by entering account information. • Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports. • Maintains accounting controls by preparing and recommending policies and procedures. • Reconciles financial discrepancies by collecting and analyzing account information. • Prepares payments by verifying documentation, and requesting disbursements. • Answers accounting procedure questions by researching and interpreting accounting policy and regulations. • Contributes to team effort by accomplishing related results as needed. <p>KPI (Key Performance Indicators) – Targets will be given for these KPIs</p> <ul style="list-style-type: none"> • Total number of products covered under inventory mechanism to reflect true value of inventory • Total number of inventory warehouse managed starting from order to final execution • Real time Accounting transactions recorded to reflect correct financial position • Accounting reports prepared in accordance with various govt. laws and company's internal guidelines from time to time, as required <p>Initial 3 months of probation period – during which performance will be measured and feedback to be given every 15 days. Confirmation of employment after successful completion of probation period.</p>			
Reviewed By:	Chintal Shah	Date:	03/12/2020
Approved By:	Hardik Shah	Date:	03/12/2020
Last Updated By:	Hardik Shah	Date/Time:	03/12/2020