



# TRAINING & PLACEMENT DEPARTMENT SWAMI VIVEKANAND SUBHARTI UNIVERSITY

(Established under U.P. Govt. Act no. 29 of 2008 and approved under section 2(f) of UGC Act 1956)  
Ph. 0121-2439043, 2439052, +91 7302319995; Telefax: 0121-2439067  
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Ref. No. Dir/T&P/2023/20

Date: 16<sup>th</sup> DEC 2023

## PLACEMENT NOTICE

**Subject: Virtual Recruitment Drive of Gravitie Knowledge Services Pvt. Ltd for B.com/B.com (H) 2024 passing out students.**

Jai Hind,

This is to inform **Faculty of Management** and **all the B.com/B.com (H) 2024 passing out students** that **Training & Placement Department of Subharti University, Meerut** is conducting Recruitment Drive of **Gravitie Knowledge Services Pvt. Ltd.** The details are mentioned below.

1	Company	<b>Gravitie Knowledge Services Pvt. Ltd</b>
2	Type	Virtual
3	Date of Drive	<b>Will be informed after registration</b>
4	Company Profile	GKS is a 17 years old rapidly growing outsourcing and offshore services firm based in Noida with a focus on Business Process Management. We combine our deep industry knowledge with technology and analytics expertise to co-create innovative, digital-led transformational solutions with clients across various industries. Our clients include industry-leading firms in the USA. We deliver an entire spectrum of BPM services in finance and accounting, procurement, customer interaction services and human resources leveraging collaborative models that are tailored to address the unique business challenges of each client. We leverage this rich experience and collaborate with our clients to improve process design and efficiency. We take a consultative approach to devise a sensible outsourcing plan and follow it up with disciplined execution through our team of 110+ professionals.
5	Website	<a href="http://www.gksil.com">www.gksil.com</a>
6	Stream	<b>B.com/B.com(H)</b>
7	Position	<b>Process Associates-Offshore Accounting</b>
8	Job Location	<b>Work from Home, (initial 1-3 month training from the office based in Noida)</b>
9	Salary	<b>2 LPA to 3 LPA (Negotiable)</b>
10	Job Description	To be a leader in the financial accounting domain one has to have (a) deep knowledge of finance and accounting and (b) be a self-motivated leader and problem solver. As a Process Associate, we will give you an unparalleled opportunity to develop both of these skills. <ul style="list-style-type: none"> <li>As a Process Associate, you will be responsible for your team's success in performing critical accounting processes. You will learn how to build and lead teams from an early stage.</li> <li>By working with international clients, you will get exposed to global business and their best practices. You will enhance your accounting skills and how to build robust accounting processes and learn new accounting software.</li> </ul>
11	Responsibilities & Duties	<ul style="list-style-type: none"> <li>Can handle accounting and finance functions of the Client which include:</li> <li>Applying a thorough understanding of the accounting principles, financial reporting and general ledger structure.</li> <li>Ability to understand the workflow structure, and familiarity with cost center and profit center concepts.</li> <li>month-end accounting tasks and reconciliations, conducting variance analysis and suggest corrective and preventive actions.</li> <li>Preparation and analysis of MIS regarding receivables, payables, operating performance etc.</li> <li>Preparation &amp; finalization of various weekly, monthly, and quarterly Management Reports.</li> <li>Can work on different Accounting softwares</li> </ul>



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		<ul style="list-style-type: none"><li>Respond to inquiries from the Client regarding reconciliations, financial results, special reports etc.</li><li>Working with multi-disciplinary teams within the organization and ensure smooth operation and timely completion of deliverables.</li></ul>
12	Required Skills	<ul style="list-style-type: none"><li>Hungry for professional growth, self-motivated, team player</li><li>Good accounting knowledge</li><li>Good written and spoken English communication skills.</li><li>Enjoy a high-performance culture and demonstrate the ability to deliver results and meet critical deadlines.</li><li>Excellent organizational skills, able to set priorities, and responsive to customer requests</li><li>Loves problem-solving and thrives on intellectual challenges</li></ul>
13	Reg. Link	<a href="https://forms.gle/XRQqSBZcA6gCElsXA">https://forms.gle/XRQqSBZcA6gCElsXA</a>

**Note:** All the students are advised to study the Job Description and about the company before attending the interview process. **All the candidates need to register on given link to attend this drive.**

**Amit Kumar Verma**  
(Director-Training & Placement)

**CC:**

Hon'ble Vice Chancellor Sir (For his Kind Information)  
Registrar Sir  
Deans- Faculty Of Management  
T & P Coordinators