

INSTITUTE OF INNOVATION IN TECHNOLOGY AND MANAGEMENT

Training & Placement Department

Ref.No.:- IITM(JP)-IPU/Notice/2024/1724

Date: 27/06/2024

Notice No. :1724

“RTDS” placement drive for BBA & B.Com (2021-24) batch on 1st July, 2024

RTDS intends to conduct an placement drive for BBA & B.Com final year students.

Job Profile: Intern- Process Associate

Key Functional Responsibilities:

- Ensuring that all records, documents, compliance are properly maintained to avoid any loss of record or information (AR).
- Creating and Issuing Invoice to International clients.
- Creating Dashboards /MIS for weekly and monthly Invoices.
- Updating and maintaining customer records in the Billing portal ERP.
- Managing Queries of clients and coordinating with Interdepartmental teams to provide timely and efficient resolutions.
- Managing Payment Gateways for collection and reconciling the payment received in our Banks.
- Following up on accounts receivable and collecting the past due invoices.
- Handling billing queries of the customers over the chats, calls and emails.
- Preparing necessary trackers of payments verification and follow-ups.

Skill Requirement

- Excellent oral and written communication skill
- Excellent IQ

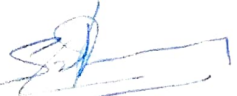
Additional Requirements:

- Should be comfortable with rotational shifts and weekly offs
- Ability to work both independently and as part of a team

CTC: 5.5 LPA

Selection/Interview Process:

1. Group Discussion
2. IQ Test and Sales Aptitude Test
3. Performance during Interview


Sudhir Sharma
Training & Placement Officer


Prof. (Dr.) Monika Kulshreshtha
Director

CC: 1. Students Notice Board
2. Institute's Website
3. Notice File