JOB DESCRIPTION

Organization:	**ABAKKUS**
Job Title:	**APPRENTICESHIP**
CTC:	**1.8 LPA**
Location:	**MUMBAI**
Departments Eligibility:	**Management/Commerce**
Course Eligibility	**BBA,BCOM,MBA (FINANCE)**
Student Gender Preference:	**ALL**

General Job Description

- Assist with day-to-day finance and accounting activities.
- Support preparation and maintenance of financial records and reports.
- Assist in data entry, documentation, and verification of financial information.
- Support invoice processing, expense tracking, and reconciliation activities.
- Assist the finance team with MIS reports and basic financial analysis.
- Maintain and organise financial documents and records.
- Support business and administrative operations as required.
- Coordinate with internal teams for finance-related requirements.
- Follow company policies, processes, and compliance requirements.

Preferred Skills

- Good knowledge of basic accounting and finance concepts.
- Strong analytical and numerical skills.
- Good communication and interpersonal skills.
- Basic knowledge of MS Excel, Word, and PowerPoint.
- Attention to detail and accuracy.
- Good organisational and time-management skills.
- Ability to work effectively in a team.
- Willingness to learn and take responsibility.

Eligibility

Management/Commerce
Specialization **BBA,BCOM,MBA (FINANCE)**
Fresher

Job Reviewed by: Senior Director, Training & Placement
Job Approved by: Senior Director, Training & Placement
Job opportunity provided through: Training and Campus Placement Department

DATE:-03.07.2026