

## Notice for Placement

Job opportunity for **Financial / Tax Management Students**

**Company Name:-** Datamatics Business Solutions Ltd.

**Position:-** Intern ( Duration of 2 months). We can consider the candidates for full time employment if the performance is satisfactory during the internship

**Company Website:-** [www.datamaticsbpm.com](http://www.datamaticsbpm.com)

**Work Location:-** Andheri East

### **About Company:**

Datamatics Business Solutions Ltd., is part of the Datamatics Group, established in 1975, a multi-business Information Technology organization which has pioneered several innovative concepts in the Indian IT Industry. Datamatics Group has over three decades of expertise spanning Software Development, Knowledge Process & Business Process Outsourcing. We are an ISO 9001:2000 certified company and have consistently delivered high quality Investor Services with guaranteed accuracy and reliability to Mutual Funds and Public Listed Companies.

Datamatics Financial Services Ltd has over 30 years experience in providing outsourcing solutions globally. Current service lines include

1. Finance and Accounting Services
2. Outbound / Inbound Contact Centers Services
3. Web Based Research Services
4. HRO & Payroll
5. Transaction processing.

Our marquee clientele includes some of India's most prestigious Corporates and Financial Institutions, including India's Largest Bank, Largest Insurance Company, Largest Development Bank, etc.

The company aspires to be a leading niche service provider of innovative outsourcing solutions. With a current strength of 1000 people, the company has aggressive growth plans to scale employee strength to over 5000 in the next 3 years.

The company provides challenging career opportunities to contribute in building an institution in the growing international BPO sector and to act as agents of change in its existing operations .

## **Job Profile / Responsibilities:**

### **Job Description:**

- Preparation of UK personal tax returns
- Coordinate with internal teams for delivery of returns
- Ensure accurate and timely delivery of assigned tasks
- Maintain reports of activity performed

### **Candidate Profile:**

B.Com and M.Com Graduates (preferably with Tax as subject)

- Fresher/ 6-8 month experience in Accounting/Tax ( preferably UK/US/Canada)
- Good Accounting/Tax knowledge
- Good Communication Skills
- Willing to work in shifts – US/UK
- Basic knowledge of excel, word

**Key Skills:** Good communication skills, Basic Accounting & Tax knowledge

**Required Qualification:** B.com/BAF/BBI/BMS/ PG / Diploma – Financial / Tax Management

**Experience:** 0 to 1 year

**Other / Special Requirements:** Should be comfortable with rotational shifts

**Remuneration:** 13k to 14 k per month ( for the internship period)

Interested Candidates can send their resume on below mention email id at the earliest:-

[rajitha\\_poojary@datamaticsbpm.com](mailto:rajitha_poojary@datamaticsbpm.com)

**Candidate can also directly walking for interview between 11am to 5pm at the below given address.**

**Contact Person:** - Rajitha Poojary

**Email id:** - [rajitha\\_poojary@datamaticsbpm.com](mailto:rajitha_poojary@datamaticsbpm.com)

**Contact no:** - 022 6671 2018

**Corporate Office:** Datamatics Business solutions.

Plot No. B-5, Part B Cross Lane MIDC, Andheri East, Mumbai - 400093

Landmark : Near MIDC police station

Nearest Metro Station : Chakala, JB Nagar, Exit gate no. 1