

**Training Programme July 2011 – June 2012**

Name of Apprentice: Ms. [REDACTED]

Department: Finance and Tax

| Month  | Work Profile  |
|--|---|
| <b>July 2011<br/>to<br/>September 2011</b>   | <ul style="list-style-type: none"><li>• Preparing Bank Payment Voucher</li><li>• Preparing Bank Receipt Voucher</li><li>• Filing of Vouchers</li><li>• Miscellaneous work relating to Accounts</li></ul>  |
| <b>October 2011<br/>to<br/>December 2011</b> | <ul style="list-style-type: none"><li>• Preparing CITI Bank Transfer Voucher</li><li>• Preparing Bank Payment Voucher</li><li>• Preparing Bank Receipt Voucher</li><li>• Filing of Vouchers</li><li>• Miscellaneous work relating to Accounts</li></ul>   |
| <b>January 2012<br/>to<br/>March 2012</b>    | <ul style="list-style-type: none"><li>• Service Tax Data Punching</li><li>• Preparing Bank Payment Voucher</li><li>• Preparing Bank Receipt Voucher</li><li>• Preparing CITI Bank Transfer Voucher</li><li>• Filing of Vouchers</li><li>• Miscellaneous work relating to Accounts</li></ul>                               |
| <b>April 2012<br/>to<br/>June 2012</b>       | <ul style="list-style-type: none"><li>• Bank Reconciliation</li><li>• Service Tax Data Punching</li><li>• Preparing Bank Payment Voucher</li><li>• Preparing Bank Receipt Voucher</li><li>• Preparing CITI Bank Transfer Voucher</li><li>• Filing of Vouchers</li><li>• Miscellaneous work relating to Accounts</li></ul> |





Training Programme July 2011 – June 2012

Name of Apprentice: Ms. [REDACTED]

Department: Sales Accounts

| Month  | Work Profile   |
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| <p>July 2011<br/>to<br/>September 2011</p>   | <ul style="list-style-type: none"><li>• Bank Reconciliation</li><li>• Cash Memo punching</li><li>• Record Entry</li><li>• Sorting of Credit Notes</li><li>• Record Maintaining</li><li>• Money Receipts</li><li>• Bank Charges / RPP Credit Note</li><li>• Credit Notes sorting</li><li>• Trade Claims</li><li>• CSD Claims Receivable</li></ul> |
| <p>October 2011<br/>to<br/>December 2011</p> | <ul style="list-style-type: none"><li>• Credit Note sorting</li><li>• Record Maintaining</li><li>• Money Receipts</li><li>• Bank Charges / RPP</li><li>• Record Entry</li><li>• Octroi CNTs</li><li>• Bulk mailing of Scheme Circulars – OS Dept.</li></ul>  |

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| <p><b>April 2012<br/>to<br/>June 2012</b></p>    | <ul style="list-style-type: none"> <li>• Credit Note sorting</li> <li>• Record maintaining</li> <li>• Money Receipts</li> <li>• Bank Charges / RPP</li> <li>• Record Entry</li> <li>• Octroi CNT</li> <li>• Bulk mailing of Scheme Circulars – OS dept.</li> </ul>   |