



MGM

Institute of Management
Aurangabad

TRAINING & PLACEMENT CELL

Date-March 5, 2017

GENERAL NOTICE - INTERNSHIP

For Sem II students (With Finance & Marketing inclination)

For- Open Campus / Pool campus @ ZEAL ZIBACAR, /Internship @ Pune

About H&R Block:

"H&R Block is the world's largest individual tax services company. Founded in 1955 and headquartered in the US, H&R Block files over 2.5 crore tax returns every year. H&R Block India employs a number of chartered accountants, lawyers and other tax professionals to provide high quality tax filing and advisory services.

We are pleased to offer the following services:

- i) India tax return filing and advisory services
- ii) US tax filing and advisory services

Our websites : **www.hrblock.com** and **www.hrblock.in**

Every year we hire close to 400 students as a part of our internship program which provides them the opportunity and platform of working within the corporate environment and gives them a firsthand experience of the Tax Season rush.

The requirement and work profile are as stated below. Please go through it and let us know how and when we can take this forward.

- **Position** : Finance and Marketing Interns
- **Tenure** : May/June to July Months
- **Location** : Pune.
- **Stipend** : 10,000 per month & Certificate.
- **Job Specifications** : Mentioned below

Marketing: The profiles will vary according to the channels they will be working for. Tele Marketing/ Online marketing.

Finance: The profiles will vary according to the channels they will be working for. Prepare income tax return for Individual clients.

- Advise individual clients (including the NRIs, and Expats) on their queries related to income tax.
- Help clients optimize their income tax liability.
- Update clients at the important steps during tax return filing process.
- Exceed the expectations of clients and deliver "Great Client Experience".
- Prioritize work to complete tax returns in a given period of time.
- E-file rectification application for clients.
- Co-ordinate with other colleagues to ensure seamless delivery of services.
- Report pending tax returns and open issues to the reporting manager.
- Perform other duties as assigned.

Those who are interested, should enlist their data and CV with their Class representatives

T & P Officer	Director
C/03	ISSUE DATE 29-04
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