

Ref. No:-2025/SA/JAN/09

Date: 20/01/2026

## Notice

### **Subject: Placement Notice for BBA, B.Com(H), BCA, BJMC, B.Sc.(A&M)-Batch-2026**

#### **Company Name: EXCELLENCE, NOIDA**

This is to inform to all students of BBA, B.Com(H), BCA, BJMC and B.Sc.(A&M)-Batch-2026 that **EXCELLENCE, Dubai based MNC** (<https://www.excellencegroupinc.com>) will soon hire fresher **Accounts/Tax/Audit/Digital Marketing/Graphic Designing profiles** for **NOIDA Office**.

**Accounts: Associate**

**Audit: Associate**

**Tax: Assistant Manager and Associate**

**Digital Marketing: SEO and SEM Specialists**

**Creative Profile: Graphic Designer/Animator**

Skillset	Freshers
Location	NOIDA
Education	B.Com(H), BBA, BCA, BJMC, B.Sc (A&M)
Mandate Checks	As per the relevant profile applicable basis Job Description shared in the notice
CTC / Designation	Freshers-3.00-3.50 LPA

**How to Apply:** All Interested students must give their names to their HOD's by 24.01.2026

For any query students may meet to undersigned also at Training and Placement Cell between 3 PM to 5 PM

Thanks



(Mr. Bhupinder Singh Nayar)  
Director Training & Placements

- CC 1). Director General for information please  
2) HOD-B.Com(H), HOD-BBA, HOD-BCA, HOD-BJMC, HOD-B.Sc.(A&M).

## **Position: SEO & SEM Campaign Specialist (Digital Marketing)**

**Location:** Noida, India

We are looking for a results-oriented **SEO & SEM Campaign Specialist** to support and optimize **digital performance marketing campaigns**, focusing on PPC and display advertising across various platforms. This role will support the SEM Manager and collaborate across teams to create, execute, and analyze paid media initiatives. If you thrive on data, A/B testing, and high-impact customer acquisition strategies, this is a great opportunity to be part of a growth-focused marketing team in the e-commerce and financial services space.

### **Key Responsibilities**

- Execute and optimize PPC campaigns across platforms such as Google Ads and Microsoft Ads, ensuring performance alignment with KPIs (ROAS, CPA, CTR, etc.).
- Plan, manage, and monitor paid social campaigns through Meta Ads Manager (Facebook & Instagram).
- Collaborate with design and content teams to develop creatives that support campaign goals.
- Manage daily performance tracking, campaign reporting, and budget pacing across digital channels.
- Conduct audience segmentation, keyword research, A/B testing, and bid strategy optimization.
- Maintain and update campaign trackers and dashboards using Excel (pivot tables, lookups, charts).
- Support campaign setup on emerging platforms like TikTok Ads and Pinterest Ads.
- Conduct competitive and market research to inform campaign strategy and execution.
- Work closely with analytics teams to implement UTM tracking, pixel setups, and tag management.

### **Requirements:**

**Education:** Bachelor's degree in Marketing, Business, or a related field.

**Certifications:** Google Ads and/or Meta Ads certifications preferred.

### **Tools:**

Proficiency with Google Ads, Meta Ads Manager, Microsoft Excel; experience with TikTok Ads or Pinterest Ads is a plus.

### **Skills:**

Strong understanding of digital advertising KPIs and acquisition metrics; Excellent Excel skills (pivot tables, lookups, charts); Hands-on experience in campaign management and ad operations; Attention to detail and ability to manage multiple campaigns simultaneously; Strong analytical thinking and marketing insight generation; Excellent communication and team collaboration.

### **Personal Attributes:**

Detail-oriented, growth-driven, analytical thinker, highly organized, flexible under pressure, team-oriented, eager to learn and experiment with new ad platforms and formats.

## **Position: Accountant**

**Location:** Noida, India

We are looking for a dedicated and detail-oriented **Accountant** to join our dynamic team at Excellence. In this pivotal role, you will have the opportunity to make a significant impact by managing key accounting functions such as financial reporting, reconciliations, and ensuring compliance with regulatory standards. If you are passionate about numbers, thrive in a collaborative environment, and are eager to grow your accounting career, this is the perfect opportunity for you. Join us and help shape the financial success of our clients while advancing your professional development in a supportive and engaging work culture.

### **Key Responsibilities**

- Prepare and present detailed financial reports, including balance sheets, profit and loss statements, and cash flow statements, providing insights into financial performance.
- Ensure financial records and statements comply with local laws and accounting standards, maintaining robust internal control systems.
- Oversee monthly, quarterly, and annual closings, ensuring accurate and timely financial entries.
- Compute taxes, prepare tax returns, and ensure compliance with tax regulations.
- Reconcile accounts payable and receivable, ensuring accurate recording of all transactions.
- Collaborate with the Finance Manager to prepare and maintain accurate financial forecasts and budgeting proposals.
- Prepare capital reviews and conduct regular assessments to evaluate the company's financial health.
- Meet with clients to discuss financial reports, audits, and address any accounting-related concerns.
- Recommend improvements to accounting policies and procedures to optimize operational efficiency.
- Ensure the confidentiality of all financial information to protect company and client interests.

### **Qualifications & Requirements**

**Education:** B.Com , M.Com , CMA, CA Drop Out, CPA, Inter CA or other relevant certifications are a plus.

**Accounting Software:** Tally Prime, Zoho or Quickbooks

**Personal Attributes:** Detail-oriented, Analytical, Organized, Ethical, Communicative, Adaptable, Time-efficient, Problem-solver, Team player, Tech-savvy

## **Position: Audit Associate**

**Location: Noida, India**

We are looking for a detail-oriented **Audit Associate** to join our team. You will lead audits, ensure compliance with accounting standards (IFRS, IAS), and provide actionable insights to improve financial operations and risk management. Responsibilities include preparing audit reports, managing day-to-day accounting tasks, overseeing fixed assets, and collaborating with the treasury department. If you are proactive, adaptable, and passionate about continuous learning, this is a great opportunity to grow in a dynamic environment and make a significant impact. Join us and help drive financial excellence!

### **Key Responsibilities**

- Perform audits to ensure financial statements are accurate and comply with applicable laws, regulations, and accounting standards (IFRS, IAS).
- Analyze financial data and provide actionable recommendations to enhance financial operations, risk management, and compliance practices.
- Draft detailed audit reports and observation notes, communicating findings and suggested improvements to clients and key stakeholders.
- Ensuring timely and accurate monthly, quarterly, and year-end closings, as well as financial reconciliation for general ledger, suppliers, inter-group accounts, and bank statements.
- Manage and coordinate the preparation of financial and budget reports, providing insights into financial trends and forecasts for senior management.
- Oversee the management of fixed assets, including proper accounting, reconciliation, and periodic physical verification.
- Manage inter-group loans, interest calculations, and ensure the proper recording of financial transactions.
- Review and improve accounting procedures, recommending enhancements to drive efficiency, accuracy, and internal controls.
- Ensure confidentiality and security of all financial files and records, keeping abreast of changes in financial regulations and legislation.
- Provide continuous support and guidance to the team and management on financial matters, fostering a collaborative environment to improve operational efficiency.

### **Requirements**

**Education:** B.Com , M.Com , CMA, CPA, CA Drop out, VFR or other relevant certifications are a plus.

**Knowledge:** Proficient in MS Office and Excel

**Personal Attributes:** Detail-oriented, adaptable and flexible, proactive and collaborative, continuous learner, strong critical thinking skills, excellent analytical abilities, high attention to detail

## **Position: Tax Associate**

**Location: Noida, India**

### **Key Responsibilities:**

- Request and acknowledge client documents within 24 hours
- Prepare and file TAX & VAT returns for individuals and businesses
- Collaborate with internal teams to execute tax engagements
- Analyze financial data to identify discrepancies and improvements
- Prepare reports with findings and recommendations
- Ensure compliance with professional standards and ethical guidelines
- Communicate with teams and clients (as needed) to resolve queries and support tax processes
- Maintain accurate documentation and complete tasks on time

### **Requirements**

- CA Drop Out, CPA, ACCA, or Master's in Accounting/International Taxation (preferred)
- 2-3 years of UAE direct tax experience
- Knowledge of UAE corporate tax laws
- Experience dealing with tax authorities
- Ability to work independently and with the Corporate Tax team
- Job Type: Full time, Permanent

## **Position: Creative Graphic Designer/Animation**

**Location: Noida, India**

**Key Responsibilities & Requirements: Job Description - AWAITED**