

I.T.S.
GHAZIABAD
FINANCE CLUB



FINJOB



ISSUE-9th

16th
MAY, 2013

INTERVIEW WITH- MR. AJAY CHAUHAN

Assistant Vice President of M/s Master Capital Services Limited

SPECIAL POINTS OF INTEREST:

- ◆ UPCOMING COMPETITIVE EXAM.

INSIDE THIS ISSUE:

Interview of Mr. Ajay Chauhan- Assistant Vice President of Master Capital Services Limited	1
Tips for Interview	2
Apti-Tricks	3
Frequently Asked Questions	3
Excel with MS-Excel	4-7
Excel Shortcuts	7
Trickle your mind	8
Fincourse	9
Upcoming competitive exam.	10
Dream Job	11
Now It's Your Turn	12

Mr. Ajay Chauhan is presently working as a Assistant Vice President in Master Capital Services Limited. He has done B.Com and MBA in Marketing and Finance.

Q. Sir, if in PGDM students opt for dual specialization, what are the opportunities and challenges?

There are lots of opportunities in the market. If you opt for dual specialization then, your opportunity will be double. You will have knowledge in both sectors that you have opted. There are no challenges if you have all the concepts clear in your mind.

Q. What is your success mantra, Sir?

My hard work is the key to my success. Moreover I got complete support from family mentally as well as physically. I always took decision at the right place right time. I've choose whatever I actually liked. A management student must understand the importance of time which is the most valuable thing according to me.



Mr. AJAY CHAUHAN
Assistant Vice President

Q. Sir, what skills you look in a fresher of PGDM having specialization in Finance?

A management student having specialization in Finance should be capable of defining the financial condition by analysing the financial statements. All the concept should be crystal clear in his/her mind. He/she must know the art of customer handling.

Q. Sir, kindly give your messages to the students.

Students have to be very clear about the basic concepts of finance and must be aware about the general knowledge. Just be confident and specified what you actually want to do. Set your target and then start following that with your heart and soul.

TIPS FOR INTERVIEW



GROUP INTERVIEW

A group interview takes place when a candidate is interviewed by more than one interviewer at the same time. Alternately, it can mean that a group of candidates are interviewed at the same time by a hiring manager. There are two types of Group interview: The first type of group interview is when each job applicant is interviewed by multiple interviewers. The group (or panel) of interviewers typically includes a Human Resources representative, the manager, and possibly co-workers from the department where the applicant would be working, if hired and The other type of group interview is when a group of applicants for the same position are interviewed together, by the hiring manager.

In this type of interview, managers are evaluating a couple things:

- Your leadership qualities
- How you communicate with others.
- How often you can speak out.

So follow these important guidelines on how you can do well and stand out in a group interview:

DO'S

- 1. Research, research, research!** - The more you show how much you know about the company, the more you stand out from the other job candidates and find out how it runs group interview.
- 2. Dress appropriately** – Dress in smart business clothes so that it gives a good impact. Understanding the company's culture is also about understanding their dress code.
- 3. Bring copies of your resume & references** - Carrying a portfolio folder will ultimately make you stand out from the rest, even if the manager doesn't ask you for a copy..



4. Do not interrupt another job candidate while they speak - Being in a group also requires that you give others a chance to talk. This is an important team quality that employers are evaluating about you. Interrupting is purely rude.

5. Be the first to speak a few times. After the manager asks a question, don't be afraid to speak up first and give your best response. However, be aware of looking too aggressive and over-speaking. Employers can tell if you are trying too hard.

DONT'S

1.Be fake – It may be a cliché, but sometimes the best advice is just to be yourself. Chances are your interviewers will be experienced in group situations, and therefore adept in detecting when someone's overdoing it.

2. Get lost in the group – There's a fine balance between this point and the last. It's highly likely that, whether genuine or not, one or two people in the group will try and take control. If and when this happens, don't let yourself be intimidated or overwhelmed. Instead, use them to your advantage.

3. Become too informal – As in any other interview situation, there's a certain etiquette for group interviews which should always be adhered to. It's fine to appear comfortable and relaxed in some instances.

4. Lose concentration – Finally, it's essential to maintain maximum concentration at all times. Take notes, keep eye contact at an acceptable (and socially acceptable) level, smile, nod, and generally try and look enthusiastic and engaged throughout.

Aptitude Test



Are you ready?

APTI-TRICKS

1. What is the least number of squares tiles required to pave the floor of a room 15 m 17 cm long and 9 m 2 cm broad?

- A. 820 **B. 814** C. 844 D. 890

Explanation:

Length of largest tile = H.C.F. of 1517 cm and 902 cm = 41 cm.
Area of each tile = (41 x 41) cm².

∴ Required number of tiles =
(1517*902)/(41*41) = 814

2. If A = x% of y and B = y% of x, then which of the following is true?

- A. A is smaller than B.
B. A is greater than B.
C. Relationship between A and B cannot be determined
D. None of these.

Explanation:

$x\% \text{ of } y = (x/100)*y = (y/100)*x = y\% \text{ of } x.$

∴ A = B.

3. The least number of complete years in which a sum of money put out at 20% compound interest will be more than doubled is:

- A. 3 **B. 4** C. 6 D. 5

Explanation:

$P(1 + 20/100)^n > 2P = (6/5)^n > 2$

Now, $(6/5)*(6/5)*(6/5)*(6/5) > 2$

So, n = 4 years.

4. Two numbers are respectively 20% and 50% more than a third number. The ratio of the two numbers is:

- A. 2 : 5 B. 3 : 5 **C. 4 : 5** D. 7 : 5

Explanation:

Let the third number be x.

Then, first number = 120% of x = (120x/100) = (6x/5)

Second number = 150% of x = (150x/100) = (3x/2)

∴ Ratio of first two numbers = (6x/5:3x/2)
= 12x : 15x
= 4 : 5

5. Two trains of equal length are running on parallel lines in the same direction at 46 km/hr and 36 km/hr. The faster train passes the slower train in 36 seconds. The length of each train is:

- A. **50m** B. 80m C. 60m D. 70m

Explanation:

Let the length of each train be x metres.

Then, distance covered = 2x m

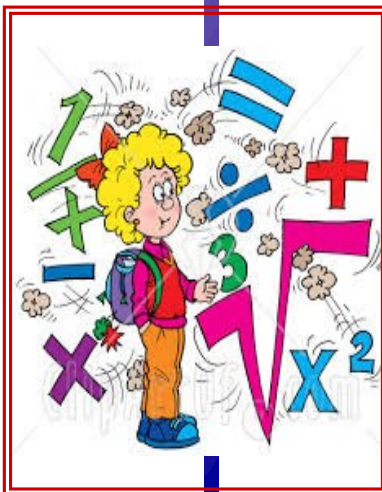
Relative speed = (46 - 36) km/hr.

= 10*(18/5) m/sec

= (25/9) m/sec

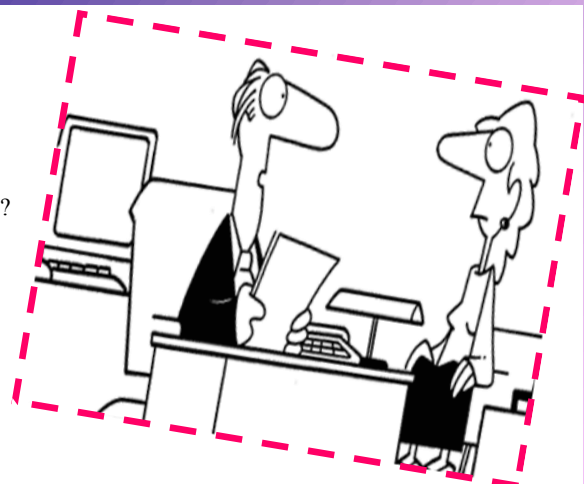
$(2x/36) = (25/9); 2x = 100$

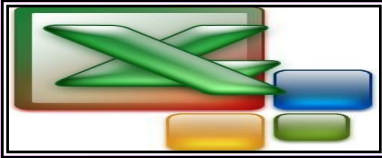
So, X = 50



FREQUENTLY ASKED QUESTIONS

1. What affects interest rates?
2. What are Money Markets?
3. What is the difference between bonds and debentures?
4. What are Fiscal Policies?
5. What are the implications of currency fluctuations on debt markets?
6. What are Monetary Policies?
7. How is the income statement linked to the balance sheet?
8. Why Deferred Tax Liability arises?
9. What is a deferred tax asset ?
10. How long must bank keep Deposit Account records?



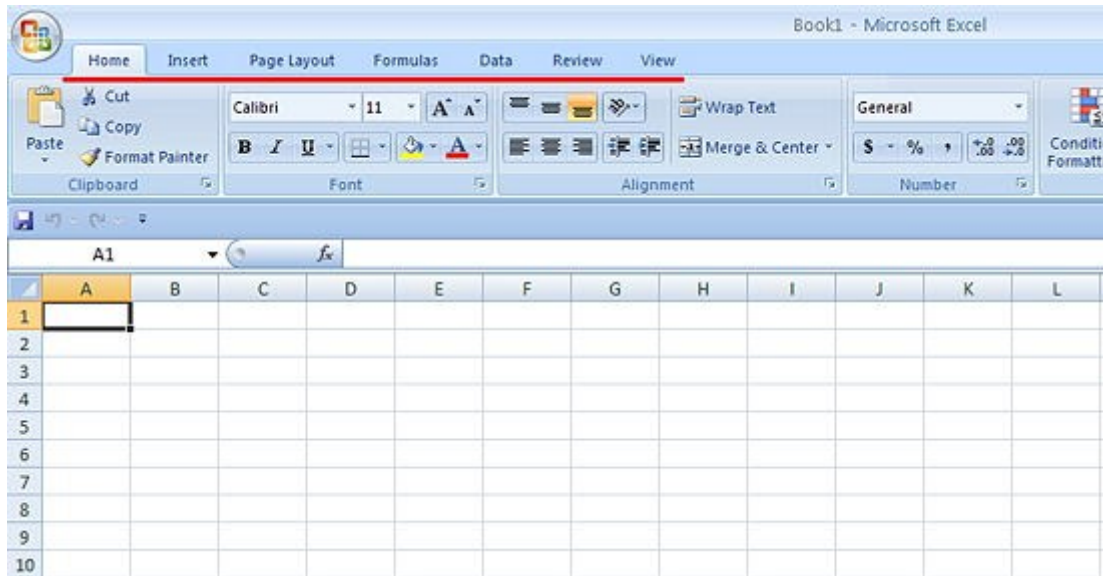


EXCEL WITH MS-EXCEL

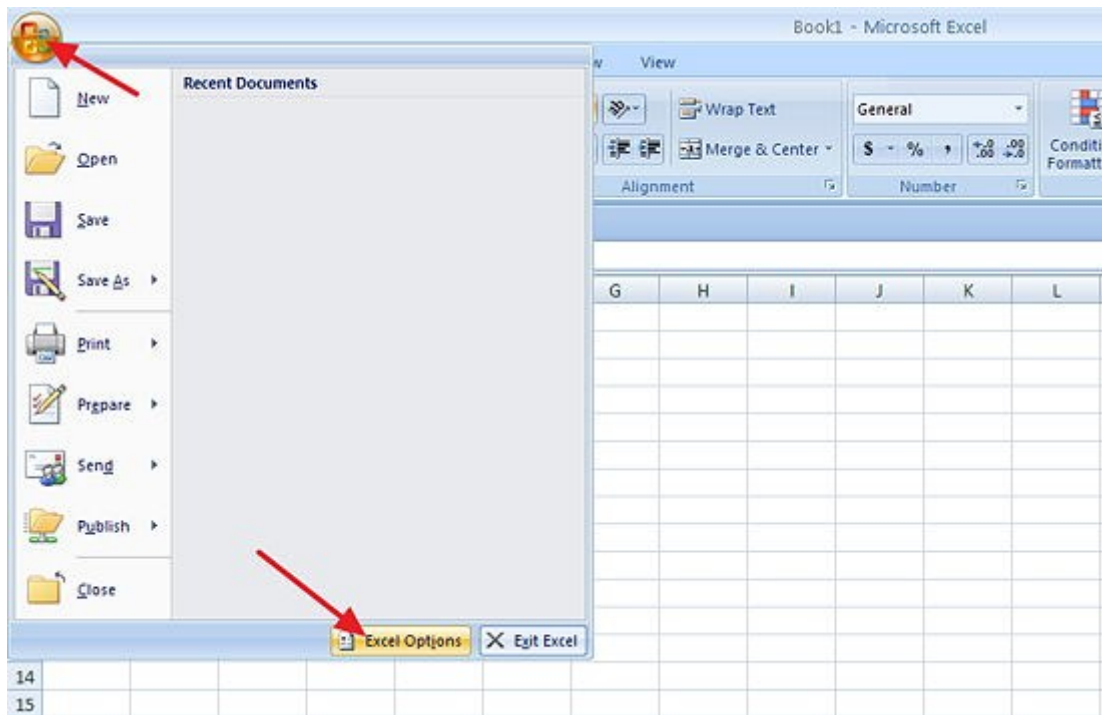
1) REGRESSION ANALYSIS: Regression analysis can be very helpful for analyzing large amounts of data and making forecasts and predictions. To run regression analysis in Microsoft Excel, follow these instructions:

1. Make Sure Regression Analysis Is Supported On Your Excel

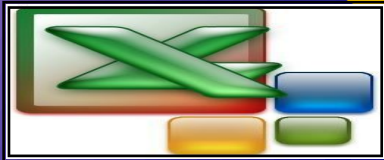
a. If your version of Excel displays the ribbon (Home, Insert, Page Layout, Formulas...)



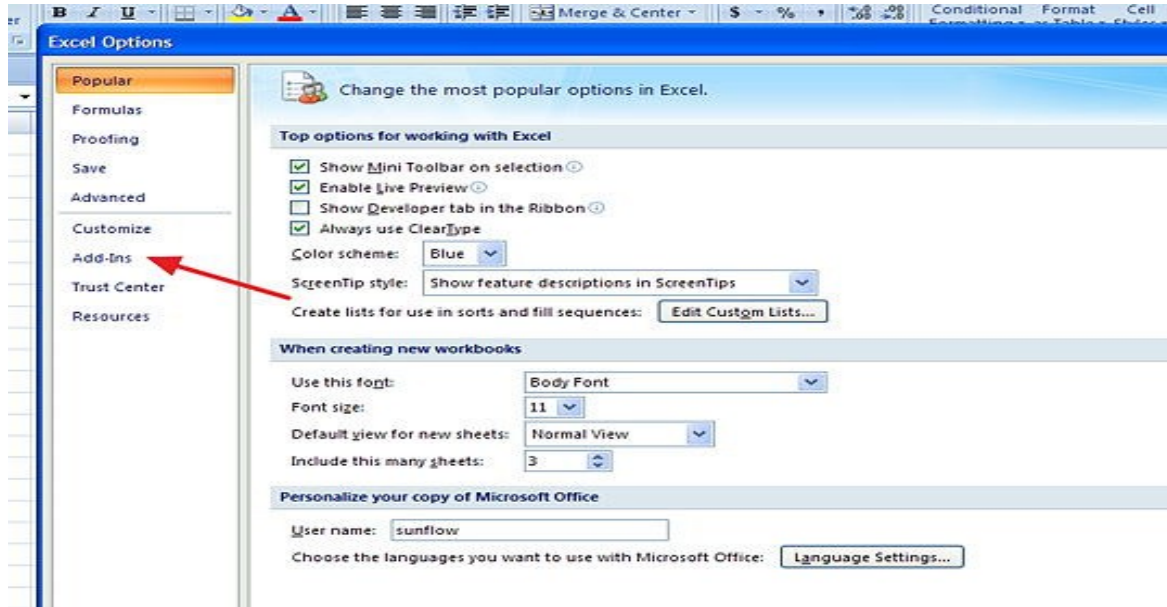
b. Click on the *Office Button* at the top left of the page and go to *Excel Options*.



EXCEL WITH MS-EXCEL



c. Click on *Add-Ins* on the left side of the page.



d. Find *Analysis tool pack*. If it's on your list of active add-ins, you're set. If it's on your list of inactive add-ins, look at the bottom of the window for the drop-down list next to *Manage*, make sure *Excel Add-Ins* is selected, and hit *Go*. In the next window that pops up, make sure *Analysis tool pack* is checked and hit *OK* to activate. Allow it to install if necessary.

2. Run Regression Analysis:

Step 1: Enter the data into the spreadsheet. You should have at least two columns of numbers that will be representing your Input Y Range and your Input X Range. Input Y represents the dependent variable while Input X is your independent variable.

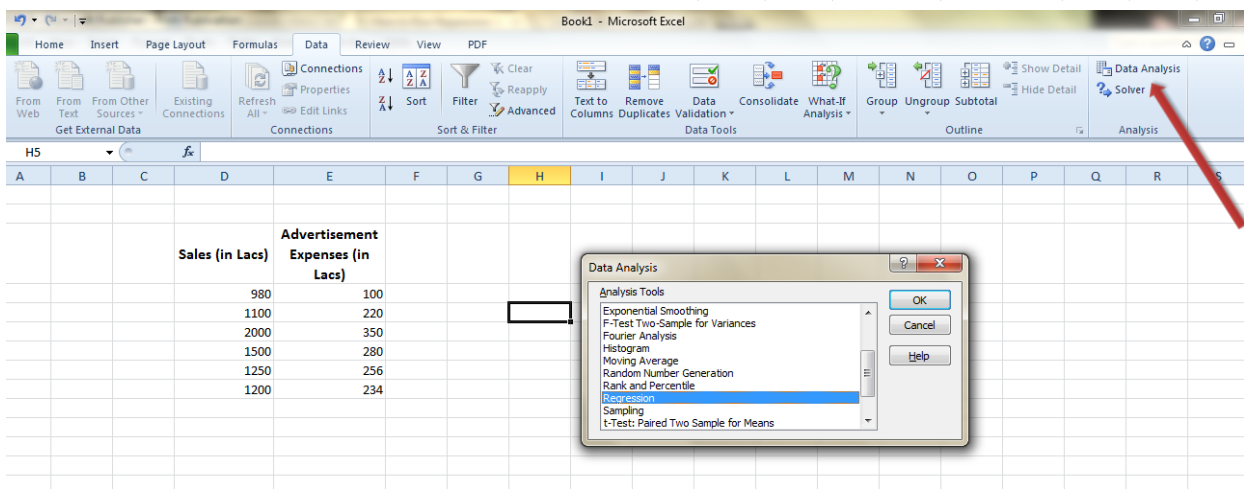
Step 2: Click *Data* from the toolbar.

Step 3: Click *Data Analysis*.

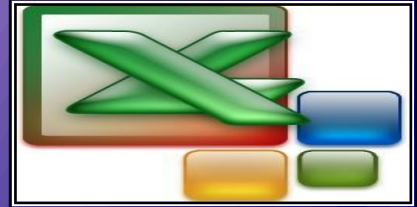
Step 4: Select *Regression* from the list and click *OK*.

Step 5: Regression Window will appear.

	Sales (in Lacs)	Advertisement Expenses (in Lacs)
	980	100
	1100	220
	2000	350
	1500	280
	1250	256
	1200	234



EXCEL WITH MS-EXCEL



Step 6: Select Y input range (sales) and X input range (advertisement expenses).

Sales (in Lacs)	Advertisement Expenses (in Lacs)
980	100
1100	220
2000	350
1500	280
1250	256
1200	234

Step 7: Select Output Options where you want your regression result to be displayed. Click Output Range if you want your result to be displayed on the same sheet and in the same workbook. Click New Worksheet, if result to be displayed in a new sheet and click New Workbook, if result is to be displayed in the new work book.

Sales (in Lacs)	Advertisement Expenses (in Lacs)
980	100
1100	220
2000	350
1500	280
1250	256
1200	234

EXCEL WITH MS-EXCEL



Step 8: Click OK.

Following result will appear where designated.

Sales (in Lacs)	Advertisement Expenses (in Lacs)	SUMMARY OUTPUT								
980	100									
1100	220									
2000	350									
1500	280									
1250	256									
1200	234									
		SUMMARY OUTPUT								
		<i>Regression Statistics</i>								
		Multiple R	0.881288259							
		R Square	0.776668995							
		Adjusted R Square	0.720836244							
		Standard Error	194.2873968							
		Observations	6							
		ANOVA								
			<i>df</i>	<i>SS</i>	<i>MS</i>	<i>F</i>	<i>Significance F</i>			
		Regression	1	525092.9631	525092.9631	13.91063449	0.020302245			
		Residual	4	150990.3703	37747.59257					
		Total	5	676083.3333						
			<i>Coefficients</i>	<i>Standard Error</i>	<i>t Stat</i>	<i>P-value</i>	<i>Lower 95%</i>	<i>Upper 95%</i>	<i>Lower 95.0%</i>	<i>Upper 95.0%</i>
		Intercept	395.0525614	265.0569344	1.490444165	0.21036195	-340.8634667	1130.968589	-340.8634667	1130.968589
		X Variable 1	3.93033655	1.053795332	3.7296963	0.020302245	1.004531659	6.856141441	1.004531659	6.856141441

The above summary output shows the regression result.

EXCEL SHORTCUTS

Ctrl+ SHIFT+%	Applies the percentage format with no decimal places.
CTRL+SHIFT+#	Applies the Date format with Day, Month and year.
CTRL + O	Displays the Open dialog box to open or find a file.
CTRL + P	Displays the print dialog box.
SHIFT + HOME	Extend the selection to beginning of the row.
CTRL + 8	Display or Hide the outline symbols.
F12	Display the Save as dialog box.

TRICKLE YOUR MIND



1. **BHEL-** Bharat Heavy Electricals Limited

BHEL is based in New Delhi and is engaged in the design, engineering, manufacture, construction, testing, commissioning and servicing of a wide range of products and services for the core sectors of the economy.

◆Founded– 1964 .

◆Headquarters– New Delhi, India

2. **ICICI** - as Industrial Credit and Investment Corporation of India.

The financial services company, ICICI Bank is headquartered in Mumbai offers retail and corporate customers a wide range of banking products and financial services.. It is the second largest bank in India by assets and third largest by market capitalization .



◆Founded– 1954

◆Headquarter– Mumbai, Maharashtra, India



3. **HDFC** - Housing Development Finance Corporation Limited .

It is India's largest mortgage company. .

It was among the first companies to receive an 'in principle' approval from the Reserve Bank of India (RBI) to set up a

bank in the private sector.

◆Founded - August, 1994.

◆Headquarters- Mumbai, Maharashtra, India

4. **ESPN** - Entertainment and Sports Programming Network .

It is a Sports related global television network. Some of its programs include live and recorded event telecasts,



sports talk shows and other original programs. . It is a joint venture of The Walt Disney Company (80 %) and Hearst Corporation (20 %) and has customers in over 200 countries.

◆Founded - 7 September, 1979.

◆Founder - Bill Rasmussen

◆Headquarters – Bristol, Connecticut, United States.

5. **HCL** – Hindustan Computer Limited .



HCL is a global technology and IT Enterprise that operates in over 30 countries of the world. The company mainly focuses on the IT hardware market. The HCL Enterprise comprises two companies listed in India, HCL Technologies and HCL Infosystems.

◆Founded - 12 November, 1991

◆Founders- Shiv Nadar, Vineet Nayar

◆Founders- Shiv Nadar, Vineet Nayar

◆Headquarter - Noida, Uttar Pradesh, India.

FINCOURSE

NSE Certification-NCFM:

Financial Markets -

A Beginner's Module

This is a basic level programme for those who wish to either begin a career in the financial markets in India or simply learn the fundamentals of capital markets. The course is structured to help understand the basic concepts relating to different avenues of investment, the primary and the secondary market, the derivatives market and financial statement analysis.

Why should one take this course?

To get a basic understanding of the products, players and functioning of financial markets, particularly the capital market.

To understand the terms and jargons used in the financial newspapers and periodicals.

Who will benefit from this course?

1. Students
2. Teachers
3. Investors
4. Employees of BPOs/IT Companies
5. Employees of Brokers/Sub-Brokers
6. Housewives
7. Anybody having interest in the Indian securities market

Course Structure:

1. Market and Financial Instruments
2. Primary Market
3. Secondary Market
4. Derivatives
5. Financial Statement Analysis

Distribution of weights in the Financial Markets: A Beginner's Module Curriculum

Chapter Number	Title	Weights (%)
1	Investment Basics	28
2	Securities	2
3	Primary Market	15
4	Secondary Market	24
5	Derivatives	1
6	Depository	3
7	Mutual Funds	6
8	Miscellaneous	6
9	Concepts & Modes of Analysis	12
10	Ratio Analysis	3

Test details:

Duration: 120 minutes

No. of questions: 60

Maximum marks: 100, Passing marks: 50 (50%); There is no negative marking in this module.

Certificate validity: For successful candidates, certificates are valid for 5 years from the test date.

Fees:

₹ 1,686/- (Rupees One Thousand Six Hundred and Eighty Six Only).



For more details visit:

http://www.nse-india.com/education/content/module_ncfm.htm

UPCOMING COMPETITIVE EXAMS

BANK OF BARODA PROBATIONARY OFFICERS RECRUITMENT 2013

Bank of Baroda invites applications from dynamic and talented job seekers for the posts of Probationary Officer. There are 300 vacant seats. Suitable and interested Job seekers must read this Bank of Baroda notification 2013 and submit Bank of Baroda online application form from 04th May 2013 to 18th May 2013. Other details regarding Bank of Baroda recruitment 2013 advertisement are mentioned below:

Name of Organization	Bank of Baroda
Post Name	Probationary Officer
No. of Post	300
Educational qualification	Graduate
Last date to apply	18 May 2013

Further details for Bank of Baroda Jobs are as given:

Age Limit: Job seeker's age should be between 21-26 years as on 01st September 2013. Age Relaxation will be applied as per Government Rules & regulations.

Selection Process: Job seekers will be selected through the performance of online exam and offline descriptive test, Group Discussion & Interview which will conduct by the organization.

Application Fee: Job seekers have to pay application fee of Rs. 550/- for unreserved category job seekers and Rs. 50/- for SC/ST/PWD category job seekers. Job seekers should deposit the application fee through offline or online.

How to apply: Job seekers who want to have this job may apply online before the last date of application. Job seekers must fill the Bank of Baroda online application form from @bankofbaroda.com. Fill form in proper manner with all necessary details. After online submission job seekers are advised to take the hard copy of their form for future reference.

Important Dates:

1. **Starting Date for online submission:** 04th May 2013
2. **Last Date for online submission:** 18th May 2013
3. **Online Payment of Application Fees:** 04th May to 18th May 2013
4. **Offline Payment of Application Fees:** 07th May to 22nd May 2013
5. **Date of examination:** 07th July 2013

DREAM JOB

JOB PROFILE

FINANCE CONTROLLER

A finance controller uses business acumen and accounting expertise to prepare corporate financial statements that conform to government laws and regulations, industry practices and generally accepted accounting principles, or GAAP. A financial controller -- sometimes called a "comptroller -- is the lead accounting executive in a company. The controller provides financial leadership and is instrumental in forming accounting strategies. A controller's role, especially in smaller companies, can include broad visionary responsibilities as well as hands-on management.

Primary Duties or Responsibilities

1. Guides financial decisions by establishing, monitoring, and enforcing policies and procedures.
2. Protects assets by establishing, monitoring, and enforcing internal controls.
3. Maximizes return, and limits risk, on cash by minimizing bank balances; making investments.
4. Prepares special reports by collecting, analyzing, and summarizing information and trends.
5. Provides status of financial condition by collecting, interpreting, and reporting financial data.
6. Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
7. Responsible for establishing and executing internal controls over the company's accounting and financial procedures.
8. Contributes to team effort by accomplishing related results as needed.
9. Protects operations by keeping financial information and plans confidential
10. Ensures operation of equipment by establishing preventive maintenance requirements and service contracts; maintaining equipment inventories; evaluating new equipment and techniques.



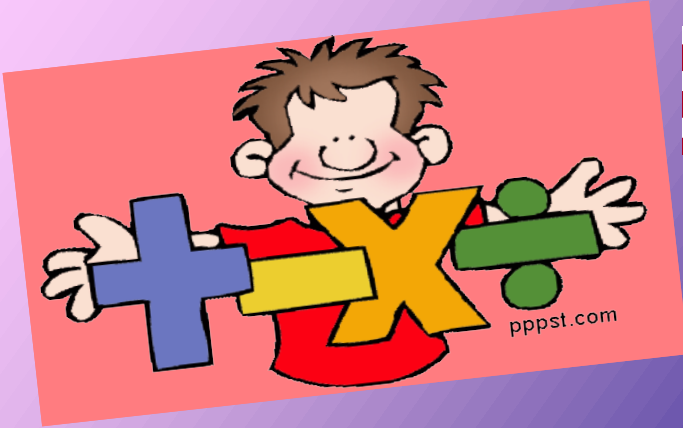
Skills Requirements

1. Problem solving and strong leadership skills.
2. They need to be self-starters with the insight and vision to propose changes even in the face of strong opposition.
3. They should be able to prioritize work efficiently across a wide range of responsibilities.
4. Good ability to motivate, develop and manage team and efficiency to work with other similar staff.
5. Technical and functional skills in financial controlling.
6. Good Communication skills and exhibit excellent professional ethics.
7. Resilient Customer focus and strong analytical and financial skills.
8. Commercial enterprise managerial reporting experience is must.

Qualifications

To become a financial controller, individuals must be qualified with one of the following bodies:

- Association of Chartered Certified Accountants (ACCA)
- Chartered Institute of Management Accountants (CIMA)
- Chartered Institute of Public Finance and Accountancy (CIPFA)
- Institute of Chartered Accountants in England and Wales (ICAEW)
- Institute of Chartered Accountants in Ireland (ICAI)
- Institute of Chartered Accountants of Scotland (ICAS).



NOW IT'S YOUR TURN

1. An accurate clock shows 8 o'clock in the morning. Through how many degrees will the hour hand rotate when the clock shows 2 o'clock in the afternoon?
 A. 144 B. 150 C. 120 D. 180

2. A man's speed with the current is 15 km/hr and the speed of the current is 2.5 km/hr. The man's speed against the current is:
 A. 8.5km/hr B. 9 km/hr C. 10 km/hr D. 11 km/hr

3. If 20% of $a = b$, then $b\%$ of 20 is the same as:
 A. 4% of a B. 50% of a C. 10% of a D. 60% of a.

4. A box contains 2 white balls, 3 black balls and 4 red balls. In how many ways can 3 balls be drawn from the box, if at least one black ball is to be included in the draw?

- A. 32 B. 48 C. 64 D. 96
5. The percentage increase in the area of a rectangle, if each of its sides is increased by 20% is:
 A. 46% B. 24% C. 44% D. 28%

**ANSWERS OF NOW
IT'S YOUR TURN OF
FINJOB_7**

- 1) Option C
- 2) Option A
- 3) Option C
- 4) Option C
- 5) Option B

WINNER OF FINJOB 8



VARTIKA GUPTA

NOTE:- Send your solution of 'Now it's your turn-1' to the following email-id. The first two persons who will give the correct solution, their name with their photographs will be published in the next issue.

stutisrivasatava@its.edu.in
taniyabhandari@its.edu.in



Send us your feedback and suggestion at:
sumitgulati@its.edu.in
kritikesari@its.edu.in
ganeshthiwari@its.edu.in
stutisrivasatava@its.edu.in
taniyabhandari@its.edu.in

EDITORS:
 Kriti kesari
 Ganesh Tiwari
 Stuti Srivastava
 Taniya Bhandari

FINVEST which symbolize finance and investment is a student managed club and it aims to spread knowledge to all those who aspire to learn the Nitti gritty of Finance. The uniqueness about this club is its focus on practical aspects of finance and regular research by students which keeps them updated with the changing scenario.

Disclaimer:
 This newsletter is just a compilation of contents of interview tips, fincourse, dream job, etc. from various sources (newspapers, websites, journals and magazines) and hence, no personal analysis is being done by the members. Thus, readers are expected to cross-check the facts before relying upon them. Though much care has been taken to present the facts without error, still if errors creep in, necessary feed backs will always be welcomed. Editors would not be responsible for any undertakings.