

Position : Executive Accounts

JOB DUTIES AND RESPONSIBILITIES:

- 1) Reconciliation of ledgers , Receivables and Payables / General Ledger
- 2) Approvals of Credit note entries,, Debit note entries and Journal Entries

EXPECTATION & REQUIRE SKILLS:

1. Good time management skill
2. Verbal, written, and interpersonal communication skills
3. Ability to multitask
4. Should be able to do work in SAP
5. Ability in work in a team environment
6. Proficient in Microsoft Office

EDUCATIONAL QUALIFICATION :

Minimum Inter passed in CA examination, Fluent in English, SAP experience preferred.

WORKING EXPERIENCE :

1. Minimum 5 year experience

SALARY BUDGET : Rs 360000 PA