

## Position Dossier

- Position :- Executive
- No. of position - 01
- Department – Finance
- Location – Gurgaon
- Nature of vacancy- Permanent
- Qualification – CMA
- Experience – 0-2 years
- Age (approx.) – 26 years
- Skill required – Good analytical skills/ communication and deep subject knowledge
- **Job profile –**
  - **Accounts Payable,**
  - **GST returns and Reconciliation,**
  - **Assisting in financial reporting and auditing,**
  - **Bank reconciliations and fund management,**
  - **Assisting in Tax audit,**
  - **Day to day interaction with Banks,**
- CTC offered – Rs.4.8/-per annum