

Job description

Job Title : Sr. Accounts Executive

The Roles and Responsibility areas follows

- Book Keeping
- Preparation of MIS reports and financial statements
- Treasury Management
- Co-ordinating with the Bank for various transactions
- Filing of GST and TDS returns
- Preparation of Income tax return
- Filing various returns as mandated by SEBI and RBI
- Co-ordinating with the auditors for providing various data/information requested by them

Prerequisites

- Hands on Experience in accountings
 - Excellent communication skill
 - well-versed with MS Excel and Tally
 - Good time management skill
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- CTC: 5 LPA to 6 LPA
 - Number of Open Positions : 10+
 - Job Location : Bangalore
 - Eligibility Criteria : Certified (CMA)