

Job Description:

- Maintaining of Cost Sheets, GST records, Accounts and Financial Statement in Excel and Software upgraded time to time.
- Carry out the Internal Audit function across the group companies within and out of India.
- There will be probation period of 6 months and confirmation will be subject to satisfactory performance of the candidate.
- In case of outstanding performance in probation period CTC may also be reviewed suitably.

Name of the position:

- Assistant Manager Accounts and Audit-I to 2
- Officer Accounts and Audit-I to 2

Eligibility criteria:

- Proficiency in MS-Excel and MS-Word
- Good English communication skills
- Preferably first attempt pass out
- Experience For Assistant Manager Position - 2 years of post qualification experience
- Ready to travel within and outside India

CTC p.a.

- Assistant Manager Accounts and Audit-I: CTC ranges from 7-8 Lakhs annually.
- Officer Accounts and Audit-I: CTC ranges from 5-6 Lakhs annually.

Job location:

- Delhi NCR

No. of vacancies (tentative):

- Assistant manager Accounts and Audit-2
- Officer Accounts and Audit- 2