



ACCOUNTS ASSISTANT - Number of POSTS - 2
Contractual Position

Desired Candidate Profile:

Should be a B.COM Graduate

Should have Basic Computer Knowledge like Microsoft Excel, MSWord, etc.

Candidates who have passed intermediate stages of ICAI, ICWAI, ICSI will have preference.

Job Description:

- Journal entries & voucher preparation for expenses
- Managing Debit and Credit notes. Capable of handling subsidiary ledger like Debtor/creditor etc.
- Preparation of Bank Reconciliation Statements
- Handling Cheque Preparations, Entries of Bank Debit Vouchers
- Facilitating various types of Register Maintenance, Challan Entry, Data Entry, Computer Accounting & preparation of MIS reports
- Filling of online challans of sales tax (VAT) and TDS Returns / Service Tax.

Age Limit: within 30 years

EXPERIENCE

At least 1-2 years experience in an organization preferably a manufacturing Company.

GENERAL: Preference will be given to SC/ST/OBC candidates. Relaxations will be as per Government directives. Remuneration will be commensurate with experience and qualifications and relaxation in qualifications, experience, etc., will be made only in the case of deserving candidates. Those working in Govt./ PSU should apply through proper channel or produce a No Objection Certificate from their present employer at the time of Interview, in case they are short-listed. Incomplete application forms shall be liable for rejection.

Eligible candidates should forward their applications to GM(HR&ICT), Biecco Lawrie Limited, P-54 Hide Road Extension, Kolkata 700 088 within seven(7) days from the date of this posting.