



## ACCOUNTS ASSISTANT

### **Job Profile :**

Preparation and maintenance of books of accounts. Assisting in Preparation of Final Accounts and Bank Reconciliation Statement. Bill processing, Debtors monitoring, MIS. Knowledge of taxation (sales tax, VAT and Service Tax)

### **Qualification :**

M.Com

### **Experience :**

The candidate should have around 3-5 years working experience in the Accounts function with strong fundamentals in Accounts. Must be Computer literate.

### **Age :**

Below 30 years



## **Steno Secretary**

Experienced male Steno Secretary with 5-6 years experience, possessing good language skills and proficient on the computer. Energetic superannuated persons may also apply.

## **Management Trainees**

Fresh or Experienced Graduates in Electrical / Mechanical Engineering for grooming in challenging positions in various Technical functions. Should have good communication skills.