

Job Description

Designation: Accounts Executive

No. of Positions: 1

Location: Thane, HO

Compensation: Rs.20000/- to 30000/-

Essential Job Functions:

1. Ability to manage accounts of individual projects
2. Cost Centre and Cost allocation for projects
3. Other essentials – Salary processing and stock internal check & audit

Qualification: M.Com/ Cost Accountant with relevant experience

Experience: 4-5 years, preferably in handling project accounting

Skills & Knowledge:

1. Microsoft Excel & Word Proficiency
2. Ability to handle ERP software

Gender: Female

Travel Readiness: Yes