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| Opening | Accounts Executive |
| Opening ID | Accounts |
| No. of opening | 01 |
| Reporting To | Project Engineer. |
| Location | Pune |
| Responsibilities | <ul style="list-style-type: none"> • Accounts day to day activities. • Manage accounts payable- To input invoices and credit notes • To Maintain Purchase Register, entries booked in system & record. • Preparing Purchase Entries on Tally 9.1 • To Maintain Daily report & vouchers of site, update records. • Updating Day to day Books of Entries. • Data entry • Bank Reconciliation in tally, |
| Experience | 2 to 4 years |
| Key skills required | <ul style="list-style-type: none"> • Willingness to travel extensively across the construction sites. • Capacity to handle pressure. • Adherence to the Schedules and Targets. • Responsible for the Progress & Quality of work. Study and implementation of new process and techniques as per instructions or company's Policy. • Graduate: - 2-4 years of experience is mandatory. • For Diploma(Civil) fresher's can also apply |
| Qualification | B.COM, M COM. |