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Operations Services/Finance Executive (2 years contract)

Japanese MNC 📍 Delhi

🕒 Posted on 26 June 2019

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Required Skills

Required Qualification

IPC / IPCC

Required Experience

2-5 years industry

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Jobs by Qualification

CA

CA Final

IPC / IPCC

CS

CWA

Key Responsibilities:

1. Basic Accounting responsibilities
2. GST, TDS returns filing
3. Process vendor payments
4. Employee reimbursement checking
5. Balance sheet finalization
6. Issuing purchase order, sales Invoice, credit note & debit note
7. Inventory management
8. Basic admin & office support

Other Details

Qualification Required: MBA in Accounting / Finance OR CA (Inter) preferable OR B.Com with min 3 years post qualification experience
2 to 5 years' experience in an Accounting / Finance role

Knowledge of taxation (GST), TDS for resident &

non-resident, corporate tax and advance tax

Knowledge of customs tax is a plus

Knowledge of ROC related compliance

Good communication and interpersonal skills

Independent, meticulous and diligent

Proficient with Microsoft office applications. Those with SAP experience is a plus.

Good team player

This is for a 2-year contract position, however, there may be opportunities to convert to permanent position thereafter

Contact Person

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2-5 years industry experience

Pay Scale

Above Rs.300,000/-

MBA

M.Com

LLB

B.Com

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IPC / IPCC

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