

Job description

Job Title: Account Executive

Responsibilities

- Responsible for Accounting, file document.
- All Accounts Reconciliation Statement
- Basic Knowledge of GST Compliances
- Basic Knowledge of TDS & TCS Compliances.

Requirements and skills

- 6 months to 2 years Work experience as an Accountant
- Advanced MS Excel skills including Vlookups and pivot tables
- Knowledge of Tally or Busy or Zoho
- Knowledge of Computax or Webtel Software.

Job Types: Full-time, Permanent

Salary: ₹8,000.00 - ₹30,000.00 per month