

Job Description

Role: Accounts & Operations Executive.

Location: Mumbai Goregoan (East)

Joining: Immediate Basis

Reporting to: Manager - Operations.

Remuneration: 15,000/- to 22,000/-pm (CTC)

Experience: Minimum 2 to 3 years (And above)

Educational Qualification: Any Graduate.

Specific responsibilities:

- * Maintaining day to day account books
- * Preparation of cheques and vouchers
- * Manage vendors and vendor payments
- * Handling Accounts Payable and Accounts Receivable
- * Identify fund requirements for training center
- * Prepare Invoices for customers
- * Fund Management.
- * Basic Knowledge of Tally ERP9
- * UC Creation.

Requirements for Accounts & Operations Executive Job:

- Sound Judgement
- Good Communication Skill
- Excelent English