



PR/108832 | Accounts Executive

Job Information

Recruiter

JAC Recruitment India

Job ID

1504912

Industry

Other (Manufacturing)

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

November 19th, 2024 11:13

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Designation - Accounts Executive

Location - The company is located in Neemrana looking for Accounts executive.

Key Skills-

1. Insurance of Sales Invoice, E-way Bill, Delivery Challan, Performa Invoice.
2. Record Keeping
3. Updating of book of accounts daily (All types of entries).
4. Basic knowledge of GST & TDS.
5. Bank Reconciliation – AR& AP

Company Description