



## PR/108910 | Senior Executive- Finance and Taxation- Domlur

### Job Information

**Recruiter**

JAC Recruitment India

**Job ID**

1513826

**Industry**

Other (Trade)

**Job Type**

Permanent Full-time

**Location**

India

**Salary**

Negotiable, based on experience

**Refreshed**

December 24th, 2024 13:15

### 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

Are you a skilled multitasker with a strong background in accounting and administration? Do you thrive in a dynamic and collaborative work environment? If so, we want you to join a team as an Account and Administrative Executive!

**What You'll Do:**
**Accounting Excellence:**

- Perform TDS calculations and manage GST-related work.
- Handle purchase and sales entries, and oversee general accounting tasks.
- Prepare financial statements, reconcile purchase registers, and ensure compliance with financial standards.
- Generate E-Way bills and E-Invoices under GST, ensuring full compliance.

**Administrative Support:**

- Assist with various administrative tasks, including organizing meetings, events, and travel arrangements.
- Maintain and update records and databases.
- Train new team members and support internal audit preparations.

**What We're Looking For:**

- **Educational Background:** B.Com degree or CA semi-qualified, M.Com, or MBA.
  - **Experience:** More than 4 years of relevant experience, preferably in the auto industry.
  - **Skills:**
    - Strong understanding of accounting principles and financial analysis techniques.
    - Advanced proficiency in MS Office, including Excel and PowerPoint.
    - Excellent analytical, problem-solving, and communication skills.
    - Ability to work collaboratively with cross-functional teams.
    - Strong attention to detail and accuracy in financial reporting.
  - **Additional Criteria:**
    - Willingness to engage in administrative tasks.
    - Ability to commute to our Gurgaon office within 45 minutes.
    - Preferred Candidate: Open to both female and male candidates.
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Company Description