



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

January 22nd, 2025 23:00

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