



PR/109112 | Sr. Executive Accounts

Job Information

Recruiter

JAC Recruitment India

Job ID

1523224

Industry

Logistics, Storage

Job Type

Permanent Full-time

Location

India

Salary

Negotiable, based on experience

Refreshed

March 25th, 2025 17:00

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

Designation - Executive/Sr. Executive

Department - Accounts

Location - Gurgaon

Job Description -

TDS-

- TDS deductions under all sec like 94c, 194JA, 194JB, 194A, 194Q, 194IA, 194IB, 194H and 192B
- TDS return fillings - form 26q, 24q and 27q
- Filling TDS corrections and rectifications
- Issuing TDS certificates
- Challan Corrections
- Settling TDS Demands

GST-

- Reconciliation of ITC between books & GSTR-2B
- Filling of GSTR-1 & GSTR-3B
- Assisting in Annual return – GSTR-9 & 9C
- Reconciling GST tax ledger with the GST cash and credit ledgers

Accounting –

- Handling Accounts Payable and Receivable
- Booking entries in Tally prime software
- Preparing reports and MIS
- Assisting in monthly and annual closing
- Assisting in Stat & Tax audits

Company Description