



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

募集職種

人材紹介会社

ジェイエイシーリクルートメントインド

求人ID

1513826

業種

その他（商社）

雇用形態

正社員

勤務地

インド

給与

経験考慮の上、応相談

更新日

2024年12月24日 13:15

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

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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会社説明