

Job Description for Account Executive

- **No of Post:** 1
- **Qualification:** Graduation / Post Graduation in Commerce
- **Experience:** 1 to 3 years of relevant experience from recognized Organizations/PSU/Private Company.
- **Remuneration :** Between Rs. 25000/- to Rs. 30,000/- Per Month
- **Contract Period-** 3 Years.

Principle Responsibilities:

- Generating Invoices in accounting software on a day-to-day
- Basis Reconciliation of Accounts Payable & Receivable
- Maintain all the records & File in a proper manner
- Processing bill payment & documentations thereof
- Ability to keep document and data well organized
- Basic knowledge of GST, TDS & other accounting terms
- Good command over MS- Excel & MS- Word
- Good understanding of accounting principles
- Any other responsibility assigned by the management