

Required – **Account Officer – 1 No.**

Qualification – B. Com/M. Com/CMA (Certified Management Accountant)

Experience Min. 5 years in Trading and Contracting Firm

- Daily Accounting, account ledger
 - Banking and Loan Documentation Auditing, P & L account, Balance Sheet, ITR etc.
 - GST/PTRC/TDS/IT/PF/ESIC etc.
 - Cash Flow/Fund Flow etc.
 - Employee and Worker statutory compliance
 - Invoicing/Payment follow-up
 - Stock statement and Store management skill required
 - Rental agreement for site accommodation/site Stores/Vehicle etc.
 - Co-ordination with CA will be plus point
 - Computer Literacy- MS Office, Tally-Prime, etc.
 - Good Communication skill
 - 2-wheeler driving licence is preferable.
-

Base Location - Ratnagiri

Yearly CTC – Min. 1.80 to 4.20 Lakhs

Perks & Facilities as per company policy commensurate with Qualification / Experience.

Interested Candidate can send their resume on **Email-ID: skenc.recruitment@gmail.com**

Please mention Sub: - Application for **Account Officer**