



PR/109568 | Sr. Executive {Accounts}- Manesar

## Job Information

### Recruiter

JAC Recruitment India

### Job ID

1554786

### Industry

Electric Power, Gas, Water

### Job Type

Permanent Full-time

### Location

India

### Salary

Negotiable, based on experience

### Refreshed

August 12th, 2025 10:40

## 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

Location- MANESAR

LOOKING FOR FEMALE CANDIDATES ONLY, with M.com or CA inter pass background

Position:- Sr. Executive

### JOB DESCRIPTION

1. All Data Entries (Sales/Purchase/Direct/Indirect/Bank/Others) To Be Done In MFG Pro Accounting Software On Regular Basis.
2. Sales Invoice Preparation along with E- Invoicing & E Way Bill.
3. Domestic & Foreign Payments Documents Preparation As Per Due Dates. (Supplier template/Bank Documentation) etc.

4. All Working doing related to Forward Contract (Forward Contract Agreement/Underlying Documents/Forward Contract Booked/FX Gain/Loss Calculation) etc.
5. All Working doing related to ECB (ECB Return on Monthly basis/Utilisation details/Interest on ECB Loan Calculation) etc.
6. All Working related to GST (GSTR 3B/GSTR 1/ITC 04/Payment of GST Challan/GSTR 9 & 9C Annual return )etc.
7. All Working related to TDS (TDS Payment Working/TDS Return (Quarterly basis) etc.
8. Cash Flow Preparation on Monthly basis along with 5 Years Plan
9. All Working related to Insurance (Marine/Fire & Burglary/Individual Health & Accidental Policy)
10. Maintain AP/AR/OP/OR records on timely basis to avoid any delay payment & receipt
11. Supplier Ledger & Customer Ledger Reco & Balance Confirmation Issuing

**Notice:** By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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## Company Description