



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

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

1554786

業種

電力・ガス・水道

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

2025年08月12日 10:40

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

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

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会社説明