**Designation : Executive-Accounts**

**Qualification :   Graduate**

**Experience** : **2 years**

**PRINCIPAL RESPONSIBILTY**

1. Maintaining all Books of Accounts in Tally
2. Bank reconciliation Statements
3. Preparation of Trial balance, Profit & Loss A/C and Balance Sheet and finalization of accounts.
4. Preparing Vendor Cheque payments
5. Filing returns for GST & TDS
6. Preparing details for income tax and sales tax scrutiny
7. Co-ordination with Banks Authorities for RTGS & NEFT.
8. Handling day to day accounting entries of Cash, Payment, Receipt, journal, sales, purchase, debit, credit notes.
9. Prepare and review journal entries and account analysis. monthly Reporting of Financial Statements for all divisions
10. Compile & scrutiny the details for Income tax assessment
11. Assisting seniors in all other account related activities.
12. KYC and new account opening for investment account
13. Daily Information & Reports to senior authorities.
14. Preparing MIS Report, Day Book, Debtors & Creditors Report.
15. Other responsibilities may be added as and when required during the course of the year.