

# NIRMALA MEMORIAL FOUNDATION COLLEGE OF COMMERCE & SCIENCE

7/8/2023

## **PLACEMENT NOTICE FOR** **FOR FRESH GRADUATES, POST GRADUATES& EX- STUDENTS OF** **BCOM, BAF & M.COM (ACCOUNTS) STUDENTS**

**Arunis Group of Companies** has an urgent requirement of Accounts Executive in their company. Details are follows :

NAME OF COMPANY	<b>Arunis Group of Companies</b>
JOB PROFILE	Accounts Executive  Job Type: Full Time – 1 year Probation period (Permanent after written confirmation from the Management/Senior).
JOB TIMINGS	10:00 am to 7:00 pm. (6 Days Working)
NO. OF VACANCIES	1
EXPERIENCE	Minimum 1 Year Experience
JOB DESCRIPTION	Accounts, Back Office Assistant & Administrative work at Flyedge, Kora Kendra, Borivali West Near to station (3 minute's walkable distance).
REQUIRED SKILLS	<ul style="list-style-type: none"><li>● TALLY ERP</li><li>● MS Office – Excel, word etc.</li><li>● Knowledge of Latest Technologies.</li><li>● Good English Communication, Mails.</li></ul>
ROLES AND RESPONSIBILITIES	<ul style="list-style-type: none"><li>● Banking – Preparing of Cheques, NEFT / RTGS Transfers, Bank Statement Reconciliation.</li><li>● Tally - Data entry (Purchase, Sales, Expenses Booking, Bank entries, etc.)</li><li>● All other general accounting works on a day to day basis.</li><li>● Basic Admin works.</li><li>● Assisting seniors in Statutory Filings &amp; Compliances and other works.</li><li>● Basic Taxation knowledge – GST, TDS, Professional Tax and</li></ul>

	Income Tax.
REQUIRED CANDIDATE PROFILE:	Written & Verbal Communication skills, Positive attitude, administrative writing reporting skill, Organizational skill
SALARY	10,000/- to 20,000/- based on Interview Note: Salary will depend as per candidate's experience, knowledge and based on Interview.
HOW TO APPLY	<b>Fill this form by clicking on the below link on or before 10th August, 2023 by 12 noon.</b>  <a href="https://forms.gle/WRNRw5KRqhfwbPYz9">https://forms.gle/WRNRw5KRqhfwbPYz9</a>



I/C Principal