# Post: ACCOUNTANT

**Desired Candidate Profile:**

**Preferably Middle aged** : between 40 to 55

**Qualification :** B.Com. with at least 5 years experience in Accounts.

**Special skills** : Conversant with Tally Accounting Software.

**Additional Skills :** Compliance with

* TDS & Service Tax Regulations
* Banking Operations
* Statutory Audit
* Liaison with Clients & with Vendors

Ability to obtain the relevant data / information from Operational Staff and convert them into Accounting Inputs.

Familiarity with FCRA regulations will be an added advantage.

**Personality**: Cool and well-organized. Hard-working and Meticulous. Sound Memory. Able to Grasp new subject. Able to mix with people without causing any provocation.