



Dear Applicant,

Subject: Interview Call Letter For Face To Face Round.

Reference- Naukri.com

Contact Person:

SENIOR HR SHIVANI.

Job Description:

Executive is responsible for providing accounting & backend support to the Technical staff. They are responsible for maintaining records, bookkeeping and handling correspondence and performing other office duties as assigned.

Responsibilities:

Executives is responsible to conduct research and examine consumer opinions and purchasing preferences

Ensuring payments, amounts and records are correct

To carry out project-related tasks, Accounts & back office executives oversee orders, ensure prompt delivery of supplies and monitor project timetables.

Company Address Details Below :

A6/1, Sri Krishna Complex

4th Floor, Hosur Main Rd, Kudlu Gate

Opposite- Sai Baba Temple

Above- Sangeetha Mobile Store

Garvebhavi Palya, Bengaluru, KT 560078.

Kindly Carry the following documents along with you for attending the interview.

@ Your updated resume & ID Proof.

CTC: 3.5 Lakhs- 4.6 Lakhs PA

Age Criteria 18 To 38 Year

(Interview Is Tomorrow,

Between- 09:00 am to 03:00 pm)



Thanks & Regards,

Infotech India Ltd Company.

Call HR Team For More Info:

(SENIOR HR | SHIVANI)

PHONE +919205838068.

