

- Job Title: Accounts and Finance Executive
-
- Location: Mumbai (Bhandup)
-
- Experience : 1-3 years
-
- Responsibilities :
- To finalize books of accounts
- Assisting day to day book-keeping and processing vendor invoices
- To prepare and file GST Returns and GST Audits.
- Handling accounts of all the companies and individual , payments follow up ,daily administrative supervision .
- Filing of Income Tax Return, monthly/quarterly TDS payment and Return , GST Returns
-
-
- Skills :
- Should possess knowledge of accounting MS Office and Tally Prime
- Strong written and oral communication
- Analytical and problem solving skills.
-
-
- Interested candidates can share your updated resume at jobs@peopltreeconsultants.com
-
-