



Job Title: Finance Executive

Job Location: Bhopal

Job Description:

We are seeking a Finance Executive to join our team. The successful candidate will be responsible for overseeing and managing multiple processes within the organization. They will ensure that all tasks are aligned with the team, provide necessary information and knowledge related to the task, and deal with any compliance-related issues. The position requires excellent organizational skills, attention to details.

Roles and Responsibilities:

- Alignment of Task to the Team.
- Dealing with any sort of Compliances related to Process.
- Preparing MIS on fortnightly basis.
- Updating all the essential Masters required in order to run the Process.
- To ensure sending the Weekly Reports to the Top Level Management

Technical Skills

- Microsoft Excel
- Microsoft 360
- Outlook

Education

B.com and MBA (Finance)

Interpersonal Skills

- Drilling down any challenges faced by the Team.
- Excellent organizational and time management skills.
- Strong attention to detail.
- Excellent communication and interpersonal skills.

Interested candidates can mail their resume at **vbsb.hr@gmail.com**