

Job Title/Designation: Assistant Accounts

Job Description:

Should have working knowledge of Financial accounting, commercial norms & taxation and good knowledge of computers (Knowledge of SAP will be preferred). The responsibilities includes preparation of Accounting documents such as Invoices, billing, Accounts payable, Accounts Receivable, Purchases, Bank reconciliations, verification of payments, Verification of Stock, MIS, Maintenance of records in SAP FICO and other Commercial, etc. Candidate should have a strong knowledge of GST & TDS and should be capable of filing GST/TDS returns independently.

Candidate Profile:

The candidate should be graduate in commerce (B.Com.) with minimum 4 years of work experience or M.Com with minimum 2 years of work experience. **The graduation/post-graduation should be a regular and full-time course with minimum 60 % of marks.** The age should not be more than 28 years. The candidates with good academic record and job experience will be preferred. Any diploma in computer application shall be an added advantage. The candidate should be well verse with MS Office Package specially MS Excel and Word. Candidate having knowledge of SAP-FI and SAP-SD will be preferred.

Experience: 2 to 4 years

Annual CTC: Rupees 5, 00,000 to 6, 00,000

Other Salary Details: Remuneration would commensurate with qualification and experience

Locations:

- Imphal (Manipur)
- Guwahati (Assam)

Requirement Category:

Industry: FMCG/Foods/Beverage

Functional Area: Accounts / Finance / Tax / CS / Audit

Role: Accounts Exec./Accountant

Visible to: All

Regards,



Syed Parwez Hassan
Zonal Human Resource Manager
GCMMF Ltd., Guwahati

