



Post: Accounts Executive

Department: Accounts

Location: MUMBAI

Tasks and Activities:

- Making Sales Invoice
- E-way Bills Generation
- MAKING DEBIT NOTE & CREDIT NOTE
- Factory sales bills updating in Sales Register (Manual)
- MAKING DC'S IN MS-WORD & TALLY
- GST No. CHECK ON SYSTEM AND CONFIRM WITH PARTY

Qualifications:

HSC /Graduate from a recognised university.

Skills:

- Good written and verbal communication skills.
- Tally ERP 9
- GST Knowledge

Experienced Required: 1 Years & Above