

## **Job description (Account Executive)**

- Computer Literacy with Good Command in MS Office.
- Prepared Monthly Debtors Reports and Provision
- Knowledge of Accounting software
- Reconciliation of Debtors and Creditors
- Managed Accounts Payable, Accounts Receivable, and Payroll Departments.
- Cash and Bank Reconciliation.
- GST Return Filing, ITR Filing, TDS Return Filing Profit and Loss Balance Sheets Reporting.
- Preparation of Financial Statements, Cash Flows, and Associated Notes.
- Maintaining General Ledger/ Inventory.
- Preparing MIS (Debtors Aging, Target Report, Cheque and Cash), Financial Statements, Including Tax Returns.
- Maintain sales and Purchase Ledger and finalize Balance Sheet.
- Updating Entries of Purchase, Sales, Direct and Indirect Cheque, and Cash.
- Manage Multiple Accounts
- Internal Auditing.
- Import and Export Knowledge
- Prepare Outstanding Statement of Vendors
- Income Tax Return Filing
- Party s Ledger Reconciliation
- Maintain Stock in Ware-House.
- Handling Physically Cash Transaction & Updating Day to Day Cash Book.
- Debtors/Creditors Ledger Scrutiny for Determination of Exact Customer/Supplier Status.
- Prepare Day to Day Work on Accounts Basis.
- Overseeing and supervising local finance team and updating their progress to plant unit office team daily
- Verify day to day transactions for the group companies
- Preparing and managing financial analyses and reports.
- Preparing revenue projections and forecasting expenditure.
- MIS Reporting: Debtors and creditors, sales commission, vehicle expense analysis, head office expenses, project/contract profitability

## **Requirements**

- You have a Master Degree (M.com) in Accounting, Finance
- 5 to 8 years of accounting experience.
- Strong financial analysis skills.
- Strong communication and Coordination skills.
- Proficiency in accounting software.
- Strong networker & relationship builder
- Highly goal driven and work well in fast paced environments
- Ability to train and manage staff.
- Working experience in the Chemical manufacturing is an added advantage.

## **❖ Perks and Benefits**

- Best in the Industry / *Salary*: Monthly – 30 to 35k.
- Bonus / Paid Leaves / Other allowance / Cell phone reimbursement / Day shift / Stress free environment / Work independently

**Please send updated resume at [hr@sahajanand.ltd](mailto:hr@sahajanand.ltd) or in WhatsApp 7434000337 for further steps if interested.**