Company Details	**Particulars**
Company Brief :	Leading Training and Research Institute
Designation :	Accounts Executive
Reporting To :	
Job Openings :	1
Work Location :	Mumbai
Work Days :	6 days
Work Timings :	8 hours
Work profile	
1	Day to Day management of Accounts & Finance activities
2	Bank Operations, TDS, Petty Cash Management
3	Salary, Payroll
4	Bank Reconciliation
Candidate Profile	
Total Experience :	Min 4 to 6 years
Specific Experience :	Accounts
Min Education :	Graduate/ Post Graduate in Commerce
Other Courses :	Proficient in MS Office (Excel, Access, Outlook)
Communication :	Good
Computer knowledge :	Proficient in Tally 9 & Tally 7.2
Annual CTC :	Best in Industry