

Position	Senior Assistant – Realty Management Cell / Accounts
Essential Qualifications	Essential: M/Com / B.Com / CA/ICWA intermediate passed
Experience	Essential: <ul style="list-style-type: none"> • 8-10 years' experience in the field of Accounts / Sales / Receivable management
Age	Up to 40 years
CTC	Rs. 6.00 lakhs
Reporting relationship	DGM (Accounts) & Head - RMC
Engagement Type	The appointment is contractual with a period of 5(Five) years under Direct Payroll with the option of renewal
Job Roles and Responsibilities	<ul style="list-style-type: none"> • Having knowledge of ERP, Accounts entry, BRS, GST invoice, ledger reconciliation. • Assist in Business Administration and coordinate with stakeholders. • MS Word & MS- Excel Knowledge. • Coordinate and communicate with customers, assist in Business Administration.