

WE ARE HIRING



OPEN POSITIONS:

► **JUNIOR ACCOUNTANT**

RESPONSIBILITIES

- Assist with the preparation of financial statements
- Analyze and reconcile bank statements and general ledgers
- Post journal entries for accrued expenses and revenue
- Prepare and file local compliance reporting as necessary
- Prepare mandatory annual accounting reports and inventories
- Act as a liaison for vendors to reconcile any billing discrepancies

QUALIFICATIONS AND SKILLS REQUIRED

- Bachelor's Degree in Accounting or Finance
- 2+ years' related experience preferred
- Hands-on experience working with general ledgers
- Good knowledge about GST Rules and GST Filings
- Strong written and verbal communication skills
- Excellent problem-solving skills
- Proficient with ERP systems, like TALLY, including Microsoft Office
- Able to multi-task and prioritize work effectively



Email your CV - hr.plasticabhiyanta@gmail.com



**PLASTIC
ABHIYANTA**

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