

A modern office interior with large windows overlooking a cityscape. Several brown leather armchairs are arranged in a lounge area. The ceiling is made of dark wood panels.

WE ARE HIRING!

ACCOUNTS EXECUTIVE

Location - Sultanpur, New Delhi & Gurugram.

QUALIFICATIONS

Experience: 2 - 3 years

Graduate in Commerce / Accountancy

Diploma or knowledge of Computer Applications - Tally.

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SKILLS NEEDED

Working knowledge of Tally software and Tax portals such as GST/INCOME TAX/ PF.

Should be comfortable working on MS software/e-mails.

Should have conceptual/technical clarity on accounting entries.

Should have conceptual/technical clarity on GST - concepts such as GST input/RCM/ Ineligible input/GST reconciliations.

Should have conceptual/technical clarity on Income Tax - concepts such as TDS, TCS, 26AS, TIS-AIS statements etc.

Should have good conversation skills to be able to work with vendors and colleagues for effective purchase bill procurement & and entries.

Should be able to collaborate with the accounts & projects team for effective working.

TO KNOW MORE, READ THE CAPTION

**SEND YOUR CVS TO:
INFO@GROUPODCA.IN**

NO DMS PLEASE

WE'RE HIRING NOW!

HR EXECUTIVE

Location - Sultanpur, Delhi

QUALIFICATIONS

Post graduation/MBA in Human
Resource Management.



SKILLS NEEDED

- Employee communication & engagement.
- Employee activities & training.
- Bonus, Increment, PF & Gratuity calculations as per approval from the Finance head.
- Leave, Attendance & WFH handling.
- Conflict Management.
- Onboarding & Induction - Orientation of new staff, ensuring proper documentation, introduction with the existing team, helping new joinee with settling in.
- Managing all activities relating to Employer-Employee relations.

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