

Gandhi & Associates

Legal
Anamnagar-32, KTM
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Accountant

Basic Information

Job Category : Accounting/Finance

Job Level : Mid Level

No. Of Vacancies : 1

Employment Type : Full

Job Location : Anamnagar

Offered Salary : Negotiable

Apply Before : 2026-01-10 (0 Days, 3 Hours From Now)

Job Specification

Education Level : Bachelor Degree

Education Required : Bachelor's Degree In Relevant Field

Experience Required : Greater Than

Other Specification

- Education Level: Bachelor's degree or equivalent in Accounting.
- Knowledge of tally software and Microsoft Office.
- Valid two-wheeler license.
- Minimum 2 years of experience working in the accounts department.

Job Description

Roles and Responsibilities:

- Financial Analysis.
- Maintaining financial records, reconciling accounts, and managing expenses.
- Supporting audits, organizing documents, and preparing reports.
- Managing bank accounts and cheques and proficiency in Tally.
- Budgeting.
- MS Excel usage for account and data keeping.