

**No: Rahuri/HR/30/2022-23**
**27<sup>th</sup> May, 2023**
**Job Opportunities**

<b>Job Title</b>	<b>Account Executive</b>
<b>No of Vacancies</b>	<b>02</b>
<b>Location</b>	Rahuri Semen Station At- Khadambe Bu, Po – MPKV Rahuri, Tal – Rahuri, Dist – Ahmednagar.
<b>Qualification &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Master degree in Commerce/ Finance discipline with command over English and knowledge of computer operation, MSOffice &amp; SAP.</li> <li>• Five years relevant experience in a reputed organization.</li> </ul>
<b>Annual Salary</b>	Rs. Up to 5 lakhs CTC
<b>Age limit</b>	Maximum age limit as on 01 Jan 2023 is 35 years.
<b>Profile Summary</b>	Provide support for handling a variety of tasks in order to ensure that all interactions between the organization and others are positive and productive.
<b>Key roles and Responsibility</b>	<ul style="list-style-type: none"> <li>• Monthly GST Working &amp; filing. Providing data to consultant for verification</li> <li>• Monthly TDS Working &amp; filing of TDS return</li> <li>• Payment of Taxes (TDS, GST, Advance Tax, Income Tax etc)</li> <li>• Accounting EEFC Account transactions</li> <li>• Monthly BRS (EEFC and other banks)</li> <li>• Banking &amp; Investment related correspondences</li> <li>• Invoices approval &amp; payment entries approval in SAP</li> <li>• Monthly Fund position preparations</li> <li>• Foreign remittances document preparation</li> <li>• Indirect Taxes assessment - Providing data to Consultant &amp; follow up till completion of assessment</li> <li>• Assistance in internal &amp; statutory audits and Tax Audit</li> <li>• Forward cover on exports &amp; correspondence with bank for honoring /cancellation of contracts</li> <li>• Providing monthly data to consultant for accounting of subsidiary company &amp; making payments</li> <li>• Company's insurance tracker &amp; negotiating with broker for premium.</li> </ul>
<b>Skills required</b>	<ul style="list-style-type: none"> <li>• Must be adept at problem-solving, including being able to identify issues and resolve programs in a timely manner</li> <li>• Must possess strong interpersonal skills.</li> <li>• Should be Flexible enough to adapt changes smoothly.</li> <li>• Vendor &amp; Customer ageing</li> <li>• Assistance in GST Audit and GST Refund process</li> <li>• Communication Skill. (English - Written &amp; Verbal).</li> </ul>

**For Rahuri Semen Station**
**Dy. General Manager**