

**DESIGNATION : ACCOUNTS OFFICER**

**JOB LOCATION : Chandigarh.**

**QUALIFICATION : B. Com/M. Com**

**DESIRED EXPERIENCE : 2 yrs. To 4 yrs**

**SKILLS & KNOWLEGDE :**

- MS – Excel, V-Lookup
- Tally Advance Version

**JOB PROFILE:**

- Daily Cash Entries & bank Transaction.
- Monthly Bank Reconciliation & TDS Working (Monthly & Quarterly)
- Monthly Party Payment preparation
- Debtors & creditors reconciliation
- Payroll reconciliation with previous record.
- Handling Firm Banking & Accounts related matters
- Follow-ups with the Branch & Clients
- Maintain Payroll in Tally ERP & Process the same
- Finalization of Accounts

Interested candidate can sent their resume stating their qualification, experience, profile, contact number, e-mail ID, postal address and last/current in hand salary per month drawn.

Resumes may sent to the following through an E-mail / fax or by post/courier to :

**Manoj Singh**

**General Manager – HR**

**Bombay Intelligence Security (I) Ltd.**

**101, Omega House, Hiranandani Gardens,**

**Powai, Mumbai – 400076**

**Contact: 022- 25705256/ 57/58,Extn: 1729**

**HR Contact Main ID: [recruitment@bombayintelligence.com](mailto:recruitment@bombayintelligence.com)**

**[hrd@bombayintelligence.com](mailto:hrd@bombayintelligence.com)**