

**Immediate Job Opening
Accounting Executive**

Name of the Company:	Facile Maven Private Limited
Date of publication:	23-04-2024
Last date of application:	<i>Till website is showing job status as OPEN</i>
Job designation:	Accounting Executive
Available positions:	01 (One) FULL-TIME
Job reference number:	2024AC01
Company sector:	Accounting (Internal)
Job location:	Head office - Surat, Gujarat
Education qualification:	B.Com (Post-graduate would be advantage) with 01-year experience (desirable) or fresher
Job profile requirement:	<ul style="list-style-type: none"> • Experience in maintaining account, daily operations, banking – DD, FDR, Stamps, online-offline-cash Payments, remittance, assistance in auditing and documentation related to accountancy, data entry in telly, TADA scrutiny etc.
Desired skillset:	<ul style="list-style-type: none"> • Hand-on experience and knowledge of banking and accounting procedures
Key job responsibilities / expected major tasks to be performed by appointee:	<ul style="list-style-type: none"> • Managing Day to Day Account, maintaining ledger for income-expenses • Banking and allied operation related tasks • Scrutiny of TA-DA Bills and processing procurement of goods and services invoices
Essential software skills:	<ul style="list-style-type: none"> • MS (Word, Excel, and PowerPoint), Telly Software, Use of Internet tools for banking and accessing-operating tendering websites
Role preferences:	<ul style="list-style-type: none"> • Preference to be given to the local candidates as a resident of Surat city and/or within 15 km around Surat city area. • Availability of at least owned 2-wheel vehicle.
Emoluments:	<ul style="list-style-type: none"> • No bar – depended on mutual consent. • Occasional travelling and daily allowance as per company policy as on actual.
Mode of application:	Apply on company website with necessary credentials: https://facilemaven.com/careers/
Contact Info:	Communicate in case a query (not to apply for job) info@facilemaven.com , hr@facilemaven.com ,

Important Note:

- 1) Incomplete applications are subjected to rejection without any intimation
- 2) Avoid communications after applying on website.