

## Position: Sr. Executive – ADMIN & ACCOUNTS

Type :	Full Time
Location :	Bangalore
No. of Positions :	1
Qualification :	Graduate with knowledge of Tally Accounts
Experience :	2 to 3 years in relevant field
Salary Expectation :	As per Industry standards based on knowledge and experience.
Timings :	Weekdays – 9.00 AM TO 6 PM, Alternate Weekends – 9.30 am to 2 pm



### Job Description:

- Administration Related Activities
  1. Ensuring office premises are managed properly
  2. Handling Vendors and Vendor payments, etc
- Accounts Related Activities
  1. Proper maintenance and management of all files and documents, vouchers, payment details and receipts
  2. Tally updation
  3. Error free work



### Knowledge:

- Preference - Female Applicants
- Good communication skills and knowledge of English
- Knowledge of MS Office – Excel, Word, Outlook, Emails, Whatsapp, and Tally
- Preferable - living around 5 km radius from the office premises in Malleshwaram, Bangalore for ease of commute
- Age - 30 years plus.

