

Project Support Staff (3-5 years experience)	Domain 10
Domain Expertise	Accounts cum Administration
Location	Pune
No. of Requirements	3
Skill Sets (Single or Multiple)	<p>Accounting & Finalisation of Books of Accounts & Auditing/Bank Reconciliation/ working of Tally PF Trust/ Working in MS Word & Excel</p> <p>Tally ERP-9, GST Knowledge, M. S. Office, TDS Compliance</p> <p>Organisation and time management skills</p> <p>Knowledge of ISO process</p> <p>Letter Drafting, Ability to operate to operate spreadsheet and word processing.</p>
Job Profile	<p>Accounting of PF Trust up to Finalisation of Books of Accounts /Preparation Of ECR & Generation of UAN/ Payment of Employees various PF advances. Transfer of PF & Settlement of PF/ Preparation of Monthly investment payment & Bank Reconciliation/ Preparation for PF Compliance Audit</p> <p>GST Compliance, TDS Compliance, Accounts receivable/ payable, Settlement of Tour /Contingency Claims. Any other related work assigned.</p> <p>Answering phone calls, taking messages & handling correspondence</p> <p>Maintaining diaries and arranging appointments, Typing, preparing and collating reports.</p> <p>Meeting Arrangements, Guest House & Hotel Booking</p> <p>Logging or processing bill or expenses</p>