



JOB DETAIL

Job Name	Project Assistant (Accounts)
Description	NDDB offers excellent work environment with considerable freedom for innovative activities and also provides great learning opportunities to each employee to work in teams of individuals who are highly qualified, competent and committed to the organisational objectives. We are looking for competent and committed Project Assistant to support Accounts function.
Job Category	Accounts
Designation	Project Assistant
Profile Summary	Support the Accounts function on sound accounting principles.
Key roles and Responsibility	<ol style="list-style-type: none">1. Timely settlement of bills of suppliers, as per delegation of powers and its proper accounting, timely accounting receipt and debit/credit notes.2. Timely deposit of taxes as per Direct and Indirect Taxes.3. Fimg of tax returns as per rules and in time.
Qualification & Experience	B. Com with 2 years experience
Location	Anand
Other Essential attributes and skills	Knowledge in MS office
Remarks	<p>The maximum age limit for the position is 25 years (As 01 February 2022).</p> <p>No. of positions:2</p> <p>This position is for a fixed period of 3 years.</p> <p>Place of posting: Anand, Gujarat and the candidate should be willing to work Anywhere In India.</p> <p>Last date of receiving updated online applications is 20 February 22</p> <p>Keywords: Accountant, BCOM, Accounts</p>
<input type="button" value="Apply"/> <input type="button" value="Cancel"/>	