WORK VAPOR

Job Link: https://workvapor.in/jobs/remote-accounts-and-administration-executive/

REMOTE ACCOUNTS AND ADMINISTRATION EXECUTIVE

BASE SALARY

INR 6500 - INR 10000

DESCRIPTION

Job Role: Accounts & Admin Executive

Company: Sensotronic
Location: Othukkungal, Kottakkal, Vengara and nearby areas preferred
Work Mode: Work From Home
Salary: ?6,500–?10,000 per month
Experience: Practical accounting and administrative experience required
Key Skills: Zoho Books, GST filing, ITR filing and bookkeeping
Additional Skills: MS Office, banking documentation and professional email communication
Preference: Candidates with a valid two-wheeler or four-wheeler driving licence

HR Contact:
Email: anwerkpsadath@gmail.com
WhatsApp: +918891611175

Sensotronic, an instruments trading company, is hiring an Accounts & Admin Executive to manage accounting tasks and provide administrative support remotely.

Responsibilities

- Handle accounting and bookkeeping using Zoho Books.
- Prepare and file GST returns.
- Handle Income Tax Return (ITR) filing.
- Prepare banking documents and manage banking formalities.
- Maintain company accounts and statutory compliance.
- Manage professional emails and documentation.

HIRING ORGANIZATION

Sensotronic

EMPLOYMENT TYPE

Full-time

JOB LOCATION

? Remote work from: India

Requirements

- Practical experience with Zoho Books.
- Knowledge of GST and ITR filing.
- Accounting and bookkeeping skills.
- Good knowledge of MS Excel, Word and other MS Office tools.
- Professional email communication and documentation skills.
- Experience handling company accounts and statutory compliance is preferred.
- Valid two-wheeler or four-wheeler driving licence is an added advantage.

Benefits

- Flexible schedule
- Work from home

How to Apply

Send your CV to anwerkpsadath@gmail.com or WhatsApp +918891611175. Mention your current location and relevant work experience when applying.