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Stock Auditor

Job Description

Preferable work in CA firm & Accounts Auditing

Responsibilities

- Tally Prime, Tally ERP9.
- Sale. Purchase Bill. Bank Statement, Reconciliation, GST, TDS, ITR etc.
- Handling vouchers like Cash vouchers, Journal vouchers, Bank Vouchers, Sales Vouchers and Purchase Vouchers etc.
- Handling of cash including payment for Petty exp
- Keep and maintain records of balances of various parties / accounts using manual and computerized bookkeeping systems
- Reconcile the Bank Statements.
- Reconcile accounts i.e. purchase/sale/debtors/creditor reconciliation maintain General Ledgers.
- Filling of GSTR Returns ,GSTR1 ,2A, 3B
- Knowledge About CGST,SGST,IGST in GST
- Preparing data of TDS from Tally

Qualifications

Any Graduate

Experience

1 yrs to 7 yrs

Number of Vacancies

2

Health Biotech Limited

Job Location

Health Biotech Limited, Baddi, HP

Working Hours

9 AM – 6.30 PM

Salary

₹ 15000 - ₹ 30000 / Month

Date posted

December 7, 2021