



# OSN FABTECH

<https://www.osnfabtech.com/job/accounts-executive/>

## Accounts Executive (Female) – For Our Company in Vadodara

### Description

We at OSNFABTECH Looking forward for the Account Executive Professional.

Our Expectation is starting from the newbie till the one who is Experienced.

Someone who is well organized and make our Accounting Systems clear. We are looking for someone of that kind.

### Responsibilities

- You Should be able to Manage Ladgers and Bills of Companies.
- Should have the Software Skills like Microsoft Excel, Tally Prime (Preferred), etc.
- Have Knowledge of proper Account management, Analysis and Budget Management.
- Can Manage Day to Day Accounting Sutf as Accounts Executive.
- Utilize tally Prime professionally and Manage it in such a way should have clear picture of Expenses and Income.
- Collaborate and Communitie with the team members for day to day Expense Management.
- Should have a Basic Knowledge of GST fillings and Management.
- Should be able to optimize Budgets, provide improvements in Accounting Systems as Account Executive.
- Managing Multiple Site Expenses in a Single Combination
- Good Communication Skills to communicate via Call or on the Emails and Messages.

### Qualifications

- Our preference is Bachelor's degree in Accounting, Finance, or relevant field.
- If experienced as the Account Executive should be the proven one.
- Should hve a Great hand on Microsoft office. (Required)
- Should have a Knowledge of Tally and it's management. (preferred)
- Should have the knowledge of Accounting Principles and Practices.
- Excillent Skills to keep, Manage and Analyze Data and Systems.
- Efficient Communication Skills and should be able to communicate with other team members for their daily, weekly, monthly office related expenses.

### Job Benefits

Join our Company and the industry of Industrial Fabrication Services. Explore more oportunities and use your expertise to the right accelration point. Our intention is

**Hiring organization**  
OSNFABTECH

**Employment Type**  
Full-time

**Beginning of employment**  
ASAP

**Duration of employment**  
PERMANENT

**Industry**  
INDUSTRIAL

**Working Hours**  
09:30 AM to 6:30 PM

**Date posted**  
December 15, 2023

**Valid through**  
31.05.2024

simple, Let's, Grow together.

**Contacts**

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