

Accountant/Accounts Executive

Location: Bhopal | **Experience:** 0 - 3 Years

Job Description

Roles and Responsibilities

- Administering payrolls, and controlling income and expenditure.
- Compiling and presenting reports, and financial statements.
- Analyzing accounts.
- Managing colleagues, workloads, and deadlines.

Desired Candidate Profile

- Strong written and oral communication.
- Organization and attention to detail.
- Analytical and problem-solving skills.
- Time management.
- Systems analysis.
- Mathematical and deductive reasoning.
- Critical thinking.
- Active learning.
- The Candidate must be post graduate
- Fresher's can also apply.

Contact

- Intrested Candidates may send their resume to garima.hr@peoplesuniversity.edu.in/ shivendra.hr@peoplesuniverstiy.edu.in or can call on 0755 – 4005059/5026.