

Job Profile for Back Office Executive cum Accountant

Raipur based Private Limited Company invites application from smart and eligible candidates for the Post of Back Office Executive cum Accountant (Female – 1 No.) The candidates interested in above post may send us their updated CV **through E-Mail addressing to the Director (Technical), Ascentech Engicon Pvt. Ltd., Raipur (C.G.).**

Contact Us: ascentechengicon@gmail.com

Address: Ascentech Engicon Pvt. Ltd., The Pioneer Building, AL-1, Agroha Society, Near Shiv Shiva Mandir, Raipura, RAIPUR (C.G) – 492 013.

Qualification: Graduate or Post Graduate in any stream. PGDCA / BCA / MCA / MBA / B.Com. / M.Com. qualified candidate shall be preferred. Should have experience and / or knowledge of Accounts Maintaining, Billing, Banking Works, Drafting, Internet Surfing, MS Word, MS Excel, Tally.

Salary: Rs. 8,000 to 10,000/- Per Month. (Negotiable depending on candidate's caliber).

Note : The above job are for Raipur; hence candidate should be a resident of Raipur. Candidates from other city may also apply but after selection (s)he will have to reside at Raipur.

DIRECTOR
ASCENTECH ENGICON PVT. LTD., RAIPUR