

Position : **Accounts Executive**

Location : **Mumbai**

Objectives of this Role:

- Support the company in optimizing our financial transactions and systems by performing reconciliation of receipt and customer accounts
- Support other accounting and finance team members in their day to day activities.

Skills and Qualifications:

- B.Com or equivalent degree
- Understanding basic principles of finance, accounting, and bookkeeping
- Superb time management and detail
- Proficiency with Microsoft Office (Excel, Word, Outlook) and Google drive & Tally (ERP)