**Job Description**

**01. Expense recognition & Vendor Payments,**

**02. GST & TDS,**

**03. Ledger scrutiny including reconciliations,**

**04. Loan account & other Receivables Accounting and maintenance,**

**05. Closure of Books at month end and Fixed Assets accounting.**

**CTC: ₹ 6 to ₹ 7 Lakhs**