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NSE LISTED COMPANY

WE ARE HIRING

JUNIOR ACCOUNTANT

Gold Jewellery Manufacturing | Accounts & Finance Department

Department	Accounts & Finance
Industry	Gold Jewellery Manufacturing
Experience	**Fresher**
Maximum Age	**25 years**
Qualification	CA Intermediate (cleared/pursuing)
Location	Kolkata
Reporting To	Accounts Manager / Management
Salary	Negotiable based on qualification, skills, and experience

Job Role

Responsible for supporting day-to-day accounting, financial documentation, data entry, and backoffice accounts activities.

Key Responsibilities

- Handle day-to-day accounting and documentation activities.
- Maintain invoices, vouchers, ledgers, and financial records.
- Assist with bank, purchase, sales, and expense-related entries.
- Support reconciliation, reporting, and routine accounts work.
- Coordinate with internal departments for accounts-related requirements.

Candidate Profile

- **Qualification:** CA Intermediate (cleared / pursuing).
- **Experience:** Fresher.
- **Age Requirement:** Maximum age of 25 years.
- **Skills:** Sound knowledge of accounting principles and MS Excel. Knowledge of Tally/ERP will be an advantage. Good numerical and analytical skills.
- **Attributes:** Accuracy, attention to detail, and willingness to learn. Responsible, organised, and trustworthy.