



Dear Team,

Greetings from Sukraa Software Solution Pvt Ltd.,

Currently we are hiring for Accounts Executive who can handle the below Job requirements. If interested, kindly share your updated cv to hr@sukraa.in

JOB DESCRIPTION

- ❖ Quotation Preparation, Raising Invoices
- ❖ Daily timesheet tracking & follow up staff those who have not done timesheet for the day
- ❖ Daily Sales entries, expenses accounting entries in Tally & summary update in Operations / cashflow sheet
- ❖ Daily Collection follow up & updates. Daily actual cash status. Update & maintain monthly collections target file
- ❖ Cash Flow Preparation & Projection works. Weekly cash flow forecast
- ❖ Attend to banking work, cheque deposits, Submission of documents to Bank for processing Forex Remittances from our customers
- ❖ Preparing Debtors Statement for Outstanding Clients
- ❖ AMC Agreements / Proforma & Tax invoices for AMC Clients
- ❖ Assist with preparation of budgets & variance analysis
- ❖ Weekly creditors payment, monthly salary payment & monthly statutory payments ESI, PF & TDS etc
- ❖ Monthly GST returns preparation and filing
- ❖ Quarterly GST returns preparation and filing
- ❖ Maintaining accounting entries in Tally and update summary in Excel in Operations / Cashflow worksheet
- ❖ Assist with year end audit and ROC filing
- ❖ Contract admin: Prepare and maintain project costing for designated projects from Timesheet and filing, custody of commercial documents
- ❖ Travel expenses update and square off against travel advance

Sukraa Software Solution Pvt. Ltd.

No. 102, NSIC-STP, B-24, Guindy Industrial Estate, Ekkaduthangal, Chennai - 600 032, Tamil Nadu, India.



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www.sukraas.com



- ❖ Backup for the other accountant during the time of her leave of absence
- ❖ Preparation of any other adhoc reports like costing, other analysis reports e.g. quotation conversion and to assist with preparation of Budgets

QUALIFICATION, EXPERIENCE & SKILLS

CMA Intermediate passed candidates

Strong in accounting principles with minimum 2years accounting experience and expertise in Debtors / collections management

Proficiency in MS Excel and MS office application. Also proficient in Tally Accounting software

Good written and oral communication skills

Problem solving, Analytical and Multi tasking

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