

IRTC- Project Implementation Unit (IRTC-PIU)

IRTC Jubilee Campus, Mundur, Palakkad ,Kerala- 678592, Ph: 9061998581

Web: www.irtc.org.in, E-mail: piu@irtc.org.in

WE ARE HIRING

Designation : Senior Accountant

Qualification : M com / CA/ CMA

Experience : 5 + Years

Software skills : Tally Prime ,MS Office

Responsibilities

- Finalisation of accounts
- Financial Management
- TAX Management (GST, TDS ,IT Filing)
- Customer Relationship Managing
- Financial audits
- Reconciling bank statements
- Ensuring financial records

Designation : Jr Accountant

Qualification : Bcom & Above

Experience : 1 + Years

Software skills : Tally Prime ,MS Office

Responsibilities

- Billing and entry posting
- Customer Relationship Managing
- Assisting in audit works and tax related matters

Designation : DTP Operator

Qualification : +2

Experience : 1 + Years

Software skills : MS Office , English , Malayalam typing

Responsibilities

- Data entry
- Letter drafting

Apply on or before 25 August 2022 at piu@irtc.org.in . For your reference contact : +91 9496404993