

Job Description for your reference.
1. Lead the Finance & Accounts Team.
2. Prepare and maintain Management reports/ Monthly Financial reports including balance sheets, profit and loss
3. Finalisation of Quarterly Financials.
4. Compliance of RBI Notifications and Circulars.
5. Assist in NHB Returns.
6. Responsible for TDS Calculation and payment on monthly basis & Filling for Quarterly return.
7. Monthly MIS Preparation.
8. Responsible for Monthly GST Returns.
9. Assisting to Internal Auditor & Statutory Auditor.
10. Month end Bank Reconciliation.

statements and cash - flow statements.

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