



DUHITA AGRO EXPORT PRIVATE LIMITED

Recruitment Notice

Ref. No: DAE/Recruitment/05

Date: 21.10.2023

Advertisement for recruitment of Manager (Accounts & Coml.)

No. of Post is opened– 1(One)

Qualification: Graduation in Commerce (preference will be given to CA/ICWAI Inter)

Requisite Experience: Minimum 5 years Experience in Accounts & Commercial of any industries.

Essential: Working Knowledge in BUSY-ERP is mandatory.

Salary packages: CTC ₹ 3 lakh per annum.

Job based on Aditya Cashew Processing Plant, Tentulipatana, Dhenkanal.

Job Profile: The Manager (Accounts & Coml.) is to maintain books of Accounts, General ledger, Journal Vouchers, Cash & Bank accounts, Stores Accounts, Vetting of Purchase Order and Commercial bills, issue of Tax Invoices/ Debit Notes/ Credit Notes, preparation of payrolls, preparation of GST report, preparation of budget & profit phasing, and Cost report and get all Accounts are Audited from different agencies, recording of batch processing jobs, liaising with different Govt. Department, and any other works are assigned by management.

Interested candidates may E-mail their CV to md@daeltd.co.in

**SAHU
TRILOCHAN**
Chief Executive Officer

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