



<https://jobroll.govhelp.in/job/flipkart-recruitment-2023-jobs-for-fresher-front-desk-manager-post/>

## Flipkart Recruitment 2023 – Jobs For Fresher – Front Desk Manager Post

**Hiring organization**  
Flipkart

### Job Location

India  
Remote work from: IND

**Date posted**  
September 4, 2023

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**Valid through**  
31.12.2023

### Base Salary

USD 16,000 - USD 22,000

APPLY NOW

### Qualifications

Graduate

### Employment Type

Full-time

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### Description

## Flipkart Recruitment 2023

The Front Desk Manager is responsible for the overall management of the front desk operations at Flipkart. This includes ensuring that the front desk is clean and organized, that front desk staff are providing excellent customer service, and that all front desk procedures are followed correctly. The Front Desk Manager also works with other departments to ensure that the front desk is properly supported.

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### Flipkart Careers

#### Responsibilities:

- Record financial transactions in the general ledger
- Prepare financial statements, including balance sheets, income statements, and cash flow statements
- Reconcile accounts payable, accounts receivable, and inventory
- Investigate and resolve accounting discrepancies
- Assist with special projects, such as audits and tax preparation
- Stay up-to-date on accounting regulations and best practices

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### Flipkart Jobs Near Me

#### Skills and Qualifications:

- Bachelor's degree in accounting or a related field
- 1-3 years of experience in accounting
- Strong knowledge of accounting principles and procedures
- Excellent problem-solving and analytical skills
- Proficient in Microsoft Excel and other accounting software

**Important Links** Find the Link in [Apply Now](#) Button

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