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Havells Recruitment 2023 – All India Jobs – Bookkeeper Post

Hiring organization
Havells

Job Location

India
Remote work from: India

Date posted
August 7, 2023

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Valid through
25.10.2023

Base Salary

USD 18,000 - USD 28,000

APPLY NOW

Qualifications

Graduate

Employment Type

Full-time

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Description

Havells Recruitment 2023

The Bookkeeper is responsible for the day-to-day accounting operations of Havells. This includes maintaining accurate financial records, processing payments, and preparing reports. The ideal candidate will have a strong understanding of accounting principles and procedures, as well as excellent organizational and time management skills.

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Havells Careers

Responsibilities:

- Maintain accurate financial records, including general ledger, accounts payable, and accounts receivable
- Process payments, including vendor payments, employee paychecks, and customer refunds
- Prepare financial reports, including balance sheets, income statements, and cash flow statements
- Assist with tax preparation and filing
- Other duties as assigned

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Havells Jobs Near Me

Skills:

- Strong understanding of accounting principles and procedures
- Excellent organizational and time management skills
- Proficient in Microsoft Excel and other accounting software
- Ability to work independently and as part of a team

Qualifications:

- Bachelor's degree in accounting or a related field
- 1-3 years of experience in a bookkeeping or accounting role

Important Links CMA or CPA certification preferred.

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

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