



Regd. Off.: Unit No. 1, Riddhi Siddhi, Corporate Park, V. N. Purav Marg,  
(Sion Trombay Road), Chembur, Mumbai - 400 071. MH, India.  
Tel.: +91 - 22 - 4232 4121, 2529 9990, Fax: +91 - 22 - 4232 4131, 2524 1895  
Email: office@easternpetroleum.in, Web:www.easternpetroleum.in

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Designation	Manager - Accounts – for Panvel Kamaothe Plant.
Education	B. Com, M. Com, Inter CA. Person should have experer to Factory Accounts and Excise related matter.
Job Profile	<p>To work in factory and do co ordination for Accounting and Excise related work.</p> <ul style="list-style-type: none"> <li>✓ Making Excise Invoice Tally ERP 9.9 release 4.7</li> <li>✓ Input to production</li> <li>✓ Making purchase entry in Tally</li> <li>✓ Rejection goods entry</li> <li>✓ Accounting data in Tally ERP 9.9 release 4.7</li> <li>✓ Handling Excise , Service Tax , Income tax , Sales Tax , LBT tax/ Profession Tax etc</li> <li>✓ Preparing tax Invoices following with Excise and Sales Tax rule toward Local Sale / OMS Sale against Form C / H/I etc.</li> <li>✓ Maintaining the all books of accounts such as Purchase register, Sales Register, Bank Book, Cash Book, Journal Register, Debit Note register and Credit Note Register.</li> </ul> <p>Inventory version</p> <ul style="list-style-type: none"> <li>✓ Checking of day to day accounting entries.</li> <li>✓ Scrutinize the ledger accounts on periodic basis for accurate and timely closing.</li> <li>✓ Provide accurate and timely information to Marketing and other concerned for recovery of outstanding from Debtors</li> <li>✓ Preparation of salary Statement &amp; Payment</li> <li>✓ Monthly stock statement to be made and to take physical stock.</li> <li>✓ To update fixed assets register.</li> <li>✓ Product costing and utility cost.</li> </ul>
Experience	15 Years Plus
Contact	Rajesh M Rathie – Executive Director
E mail id	<a href="mailto:careers@easternpetroleum.in">careers@easternpetroleum.in</a>
Web site	<a href="http://www.eastto.in">www.eastto.in</a> , <a href="http://www.easternpetroleum.in">www.easternpetroleum.in</a>
Preference	Do not contact in office hours.

	<p><i>Need person residing in Mumbai preferred in near by distance area of office Area Chembur, Sion, Dadar, Santacruz – Navi Mumbai, Panvel, Kamothe area only.</i></p> <p><i>To call after the person received the call letter only</i></p>
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***Do not add the telephone number and kindly mention “Do not call and disturb during office hours”***