

Office Notice

Dated: 15.11.2024

We Are Hiring Accounts Assistant (1 – 4 years of hands – on Experience)

Responsibilities:

- Should be able to maintain bank statements.
- Settle costs on balance sheets.
- Manage invoices and bills.
- Help the senior accounts team.
- Responsible for payments from the customers.
- Vendor Management.
- Customer Billing and Updating.
- Customer data base in MS Excel.
- Mapping of receipts and payments, creation of purchase and sale bill in accounting software (tally).

Requirements:

- Excellent verbal and written communications skills.
- String listening and presentation skills.
- Ability to multi-task effectively.
- B.com degree or equivalent.
- Working knowledge of accounting software will be a add advantage.

Mail you CV to our mail Id: panaceaindia2000@gmail.com.

Surajit Sarkar
Panacea India | Jalpaiguri
Director.



➤ Mail Id: panaceaindia2000@gmail.com.

➤ Address: Assam More, Tarapara, Jalpaiguri, West Bengal – 735102. Near – Holy Child School.