


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

	 <p>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</p>
<i>Designation</i>	Manager - Inter Accounts
<i>Education</i>	B.Com, CA, Inter CA. Diploma in Financial & Accounting, Accounting Package Tally ERP 9.1
<i>Job Profile</i>	<ul style="list-style-type: none"> ✓ Preparing monthly Balance Sheet, Profit & Loss Account & MIS Reported to the Management ✓ Designing & implementing accounting policies & systems for preparing statutory books of accounts and financial statements like Balance Sheet, Profit & Loss Account. ✓ Advise and support by providing accurate information and manage the day to day operation of the finance department and its associated functions. ✓ Fund flow planning and monitoring based on sanctioned limit. ✓ Determining the accounts payable position for making timely payments to creditors. ✓ Determining the accounts receivable position for receiving timely payments from debtors. ✓ Review of General Ledger, Inter companies reconciliations, Bank Reconciliation Statements and active coordination with bank authorities. ✓ Import and export documentation.
<i>Experience</i>	15 Years Plus
<i>Contact</i>	Rajesh M Rathi - Executive Director
<i>E mail id</i>	careers@easternpetroleum.in
<i>Web site</i>	www.eastto.in , www.easternpetroleum.in
<i>Preference</i>	<p>Do not contact in office hours. Need person residing in Mumbai preferred in near by distance area of office Area Chembur, Sion, Dadar, Santacruz - Navi Mumbai, Panvel, Kamothe area only. To call after the person received the call letter only</p>