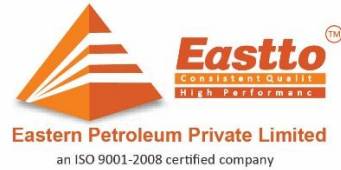


Regd. Off.: Unit No. 1, Riddhi Siddhi, Corporate Park, V. N. Purav Marg,  
(Sion Trombay Road), Chembur, Mumbai - 400 071. MH, India.  
Tel.: +91 - 22 - 4232 4121, 2529 9990, Fax: +91 - 22 - 4232 4131, 2524 1895  
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<i>Designation</i>	<i>Accounts Manager</i>
<i>Education</i>	<p><i>Diploma in Financial &amp; Accounting,</i></p> <p><i>Accounting Package Tally ERP 9.1</i></p> <p><i>Internet &amp; E-mail, Computer Knowledge</i></p>
<i>Job Profile</i>	<ul style="list-style-type: none"> <li>➤ <i>Finalization of Accounts</i></li> <li>➤ <i>Accounting data in Tally ERP 9.9 release 4.7</i></li> <li>➤ <i>Handling Excise , Service Tax , Income tax , Sales Tax , LBT tax/ Profession Tax etc</i></li> <li>➤ <i>Bank Reconciliation</i></li> <li>➤ <i>Preparing tax Invoices following with Excise and Sales Tax rule toward Local Sale / OMS Sale against Form C / H / I etc.</i></li> <li>➤ <i>Preparing Tax Audit Report and other Corporate Reporting Requirements</i></li> <li>➤ <i>Filing of TDS , Service Tax , VAT / CST / Profession Tax/and LBT tax Return</i></li> <li>➤ <i>Taking Care of Statutory compliances</i></li> <li>➤ <i>Prepare Financial Statement and supporting schedule according to monthly Close schedule</i></li> <li>➤ <i>Doing financial and Tax audit taxation work covering Individual computation Of Income , Form 16 and Form 16A</i></li> <li>➤ <i>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.</i></li> <li>➤ <i>Doing the finalization of account of the firm and companies in Tally with Inventory version</i></li> <li>➤ <i>Checking of day to day accounting entries.</i></li> <li>➤ <i>Scrutinize the ledger accounts on periodic basis for accurate and timely closing.</i></li> <li>➤ <i>Ensuring proper deduction of TDS in case of Contractors payment , Professional Fee, Interest, Brokerage, rent, Advertisement, Salary etc</i></li> <li>➤ <i>Preparing Quarterly &amp; Annual financial statement.</i></li> <li>➤ <i>Liaisoning with statutory Auditors.</i></li> </ul>

	<ul style="list-style-type: none"> <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>➤ Checking Purchase &amp; Expenses bill and accordingly release payment on due date to Suppliers.</li> <li>➤ Statutory compliance for timely E-payment of various taxes such as Income Tax, Maharashtra Value Added Tax, Central Sales Tax, Profession tax and TDS.</li> <li>➤ MIS Report Generation</li> <li>➤ Online Application and Issuing of C form to Suppliers and Collection of C Form</li> <li>➤ From Customers with maintaining records for receive and Pending C Forms / I Form/ H Form /F Form etc</li> </ul>
<i>Experience</i>	<i>15 Years Plus</i>
<i>Contact</i>	<i>Rajesh M Rathi – Executive Director</i>
<i>E mail id</i>	<a href="mailto:careers@easternpetroleum.in"><u>careers@easternpetroleum.in</u></a>
<i>Web site</i>	<a href="http://www.eastto.in"><u>www.eastto.in</u></a> , <a href="http://www.easternpetroleum.in"><u>www.easternpetroleum.in</u></a>
<i>Preference</i>	<p><i>Do not contact in office hours.</i></p> <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>