

JOB DESCRIPTION

ACCOUNTS & HUMAN RESOURCE EXECUTIVE

Perfect Web Solutions provides wide-ranging comprehensive Outsourcing Solutions for all types of Businesses. We cater to IT Companies, Marketing Agencies mainly for their technical needs. We are a team of young and passionate workforce who thrive for bringing innovation with customization in today's highly competitive IT-Industry.

ELIGIBILITY CRITERIA

- Open to All - No restriction on Backlogs
- Have relevant skills and interests
- "Get things done" attitude
- Are available for Full-Time in office.
- Minimum 2 Years of experience in Accounts & Human Resources

DESIGNATION ACCOUNTS & HR EXECUTIVE

JOB PROFILE

The Accounts and HR Executive will be responsible for Maintaining Accounts, ensure timely GST Filing and co-ordination with our Chartered Accountant Firm. They should have knowledge of Direct / Indirect Taxation working on tools like **Microsoft Office, Tally, QuickBooks etc.**

They will also be responsible for communicating with Candidates applying for Job and updating details regularly for recruitment data across Social Media Platforms and various other CRMs as needed.

- Candidate must be well versed with Bookkeeping and Accounting.
- Reconciling the Bank Accounts
- Basic idea to use E-Mail, Facebook, Instagram, LinkedIn, Twitter, and WhatsApp to reply to messages and post across the Platforms.

KEY RESPONSIBILITIES

- Prepare and Edit Proposals, Quality check and spell check them.
- Prepare and send Quotations, Invoices, Performa Invoice, Delivery Challan, E-Way Bill & Work Order Generation.
- Handle all Banking Activities.
- Handle Communication between Candidates applying for Jobs.
- Replying through E-Mails, WhatsApp, and Social Media Platforms.
- Communicating and coordinating with Management as needed.

[+91 97690 05228](tel:+919769005228) | resume@perfect-websolutions.com



INTERVIEW PROCESS

- 1st Phase – Introduction
Duration – 30 minutes.
(Candidate needs to be present at our Office)
- 2nd Phase – Question & Answer Round
Duration – 30 minutes.
(Candidate needs to be present at our Office)
- 3rd Phase – Remuneration Discussion with Management and answer Candidates Questions (if any)
Duration – 30 minutes.
(Candidate needs to be present at our Office)

SALARY / REMUNERATION

- Basic Monthly Salary up to INR 15,000.
- Incentives up to INR 1,500.
- Travelling Allowance is additional up to INR 2,000.

PERKS

- 2nd and 4th Saturday Holiday.
- Stocked Fridge and Snacks.
- Exposure to new tools and daily new learnings.
- Reviews and Promotions after 1 Year.

STEPS TO APPLY



wa.link/0qidq3

THROUGH WHATSAPP

- Scan the QR Code to send us a Message through WhatsApp.
- OR
- If for any reason the QR Code doesn't work, please use this Link to send us a Message - <https://wa.link/0qidq3>

THROUGH E-MAIL

- Drop your updated Resume, Portfolio and recent work and send it to our E-Mail Address – resume@perfect-websolutions.com

[+91 97690 05228](tel:+919769005228) | resume@perfect-websolutions.com