

Name of the Company

SPM Cables

Name of the Person

Ashutosh Shrivastava

Contact Details

9131480369 | ashutoshshrivas@spm-cables.com

Minimum Salary (Monthly)

Rs. 18,000 per month

Maximum Salary (Monthly)

Rs. 22,000 per month

Job Title

ACCOUNTS EXECUTIVE

Job Description

Daily Accounting - Record transactions, maintain ledgers, and manage cash/bank entries. Invoicing & Billing - Prepare GST-compliant invoices, verify purchase bills, and track receivables/payables. Tax & Compliance - Assist in filing GST, TDS, and statutory returns on time. Payroll Support - Help process payroll, reimbursements, and related entries. Tax & Compliance - Assist in filing GST, TDS, and statutory returns on time. Reporting - Prepare MIS reports, financial summaries, and assist in audits.

Job Category

FULL TIME

Number of Positions

2

Job Location

NACHARAM