

IMAGE [Indian Medical Association Goes Eco-friendly]

Staff Urgently required at the IMAGE Administrative Office, Trivandrum

Accountant [minimum 10 years' experience] & a Junior Accountant

Eligibility Criteria:

- i) **Minimum Experience** for the Accountant [10 years' experience in Accounts related & Tax related matters who can independently handle the Accounts Department]
- ii) Minimum Qualification: B.Com., Degree
- iii) English Language: Good language skills, good fluency, and good drafting skills

- iv) **Computer proficiency:**
 - Good knowledge of operating system
 - Basic Accounting knowledge and Tally certificate
 - Knowledge about CRM
 - Microsoft Applications
 - Computing Skills
 - Knowledge of Email Client Apps
 - & Other basic Apps & utilities

- v) **Personality:**
 - Good and pleasant character
 - Good communication skills
 - Reliability, punctuality and commitment

Contact immediately with CV and with a recent photograph:

Email: imageimaksbtvm@gmail.com

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