

DAHEJ SEZ LTD.**REQUIREMENT PROFILE**

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| 1 | Company Name | Dahej SEZ Ltd.. |
| 2 | Post | Account Assistant |
| 3 | Location of posting | Gandhinagar |
| 4 | Age(min and max) in years | 26 and above |
| 5 | Essential Qualification & Specialization | 1) B.Com from any recognized University with minimum 55% or above it 2) Master of Commerce or Inter C.A. Pass |
| 6 | Nature of job / Key Result Areas (KRA) | Handling Accounts, Finance, Taxation and Audit related work |
| 7 | Soft Skills requirement | Good Communication Skills. Able to read, write & speak (Hindi, Gujarati & English) |
| 8 | Total Minimum experience(No. of years) | Minimum 5 years |
| 9 | This person will report to | Gandhinagar |
| 10 | Salary (Cost to company-CTC) p.m.(Min / Max) | Rs.17,000/- p.m. to 20,000/- p.m. |
| 11 | What is normal accepted joining period? | Immediately / 15 days / One Month |
| 12 | Documents to be submitted | 1. Updated C.V. 2. Experience Certificates till date 3. Qualification Certificates |