

DAHEJ SEZ LTD.

REQUIREMENT PROFILE

1	Company Name	Dahej SEZ Ltd..
2	Post	Account Assistant
3	Location of posting	Gandhinagar- Bharuch
4	Age (min and max) in years	25 to 35 years
5	Essential Qualification & Specialization	1) Graduate from any recognized University with minimum 55% 2) Master of Commerce/MBA in finance 3) Inter C.A. Pass preferable
6	Nature of job / Key Result Areas (KRA)	1. Handling Accounts, Finance, Taxation 2. 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 3 years
9	This person will report to	Assistant Manager
10	Salary (Cost to company-CTC) p.m. (Min / Max)	Rs.17,000/- p.m. to 20,000/- p.m.
11	What is normal expected joining period?	Immediately / 15 days / One Month
12	Documents to be submitted	1. Updated C.V. 2. Experience Certificates till date 3. Qualification Certificates