

REQUIREMENT PROFILE

1	Company Name	Dahej SEZ Ltd.
2	Post	Office Assistant
3	No. of Position	1 (On Contract basis)
4	Location of posting	Dahej, Bharuch
5	Age	Not more than 30 years
6	Gender	Male
7	Essential Qualification & Specialization	1) B.Com from any recognized University with minimum 55% or 2) Master of Commerce
8	Nature of job / Key Result Areas (KRA)	Handling Accounts, Finance, Taxation, Cash and Audit related work
9	Soft Skills requirement	Good Communication Skills. Able to read, write & speak (Hindi, Gujarati & English)
10	Total Minimum experience(No. of years)	Minimum 3 years
11	This person will report to	CFO / Manager (Infra)
12	Salary (Cost to company-CTC) p.m.(Min / Max)	Rs.18,000/- p.m. as per HRD policy of the company
13	What is normal accepted joining period?	Immediately / 15 days / One Month
14	Documents to be submitted	1. Updated C.V. 2. Experience Certificates till date 3. Qualification Certificates