



ROLE & REQUIREMENTS	
Position	Trainee - Accounts & Finance
Eligibility	Male/Female candidates
Company Information	For further details kindly refer to our website www.tassgroup.com
Contact Person (HR)	jobs@tassgroup.com
Role Responsibilities:	
<ul style="list-style-type: none">Accounting of Bills.Updation of accounting entriesBooking of all expensesTreasuryMaintenance of TDS & other statutory matters.	
Qualification Required:	
B.Com, Non-life science graduate, Major specialisation in Finance, No backlog papers till date.	
Experience Required:	
0-1 Years / Fresher's	
Skills / Competencies Required:	
<ul style="list-style-type: none">Exceptional analytical, planning and execution abilities.Working knowledge of MS Office (i.e. Word, Excel, Power Point and Outlook) and E-mail.Functional knowledge.Should have the drive and self-motivation to keep up with the deadlines.Should have excellent inter-personal skills.Should have a positive approach and a vibrant personalityMust possess strong negotiation skills.	
Note: The above are as per current business requirements and can change in future as per need.	