

# **Job Title: Junior Accountant**

**Location:** Rajhans Montessa, Near Dumas Road, Surat

**Experience:** 3+ years

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## **Job Description:**

We are looking for a **Junior Accountant** with 3+ years of experience to manage our accounting and administrative processes efficiently. The ideal candidate should be detail-oriented, responsible, and capable of handling multiple tasks with accountability.

## **Key Responsibilities:**

- Manage day-to-day accounting using **Tally software**
- Handle **GST, TDS, and banking transactions** accurately
- Perform **data entry and financial record maintenance**
- Support the **Purchasing Department** with invoices and purchases
- Assist in **ticket booking processes** and other administrative tasks
- Ensure accuracy, timeliness, and accountability in all assigned tasks

## **Skills and Qualifications:**

- Minimum 3 years of accounting experience
- Strong knowledge of **Tally ERP software**
- Basic understanding of **GST, TDS, and banking operations**
- Good data entry skills and attention to detail
- Ability to handle multiple tasks and administrative support work

## **Key Attributes:**

- Accountability and reliability
- Organized and self-motivated
- Good communication and teamwork skills

## **How to Apply:**

Interested candidates can send their resume to [Radhika.sanghani@stratefix.com](mailto:Radhika.sanghani@stratefix.com)

