

PATHA BHAVAN MONTESSORI & PRIMARY DEPT
13/1 , Palm Avenue, Kolkata - 700019

Patha Bhavan Montessori & Primary Dept seeks application for the post of **Accounts Assistant** in its office at 13/1, Palm Avenue, Kolkata - 700019.

The candidate must be within 30 years of age as on 01.01.2023.

The candidate must have -

- * Bachelor's degree in accounting or related field.
- * Strong knowledge of accounting principles and practices.
- * Communication skills in English, both written and verbal.
- * Proficiency in Microsoft Office, particularly Excel is a must.
- * Knowledge in statutory obligations and related online functions.
- * Must be proficient in Tally, Analyst etc accounting softwares.
- * Knowledge in database maintenance and handling of HR Admin Software.

Interested candidates may send their application and resume by 18.10.2023 at pathabhavan65@yahoo.com

Please mention in the subject of the mail -

" Application for the post of Accounts Assistant"

sd/-
Secretary
03.10.2023