

Deputy Manager in Accounts, HR & Admin at Delhi Location

A	PNB INVESTMENT SERVICES LIMITED
DESIGNATION	Deputy Manager
EXPERIENCE RANGE	Minimum 01 year for M.Com/MBA (HR) and 03 years for B.Com in relevant areas.
ESSENTIAL QUALIFICATION	M.Com/B.Com from recognized University/MBA (HR)
JOB DESCRIPTION/ RESPONSIBILITES	<p>The role will include but not limited to the following: -</p> <ol style="list-style-type: none">1. Book keeping2. Voucher posting in Tally Software2. Processing of payment to vendors and officials/officers of company3. To assist for Statutory, Internal and C&AG Audits4. Follow up for recovery from clients.5. Administrative & HR related work.6. Any other work as assigned by management of the Company.7. All HR related work <p>Skills</p> <ol style="list-style-type: none">1. Should have excellent communication skills2. Excellent Working Knowledge of MS Office including but not limited to Word, Excel and Power-point3. Proficient in Tally software
Remuneration	Depends on the last drawn salary, experience and industry practice.
PNB Investment Services Ltd., a wholly owned subsidiary of Punjab National Bank and registered with SEBI as a Category- I Merchant Banker, having its offices in Mumbai, Delhi and Ahmedabad.	