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Details for Position Licensing & Accounting Executive

Job Description

We are Looking for the graduates who are interested to work in IT to support the Finance & Accounts department and looking growth in the career within the departments and division across the country. [Click Here for Regional Language List](#)

Salary Details

₹3,60,000 per annum

Opening Details

- Vacancies: 100
- Qualification: Any Graduates
- Age Limit: 25 to 45
- Work Hours: 10:00 AM to 7:00 PM.
- Location: Each state capital city.

Key Responsibilities

- Maintaining MIS & Accounting.
- Pushing License request through CRM Sales Module.
- Creating & Generating Licences and confirming the activations.
- Creating and making invoices and sharing to client.
- Filing GST, TDS, Income tax, PF, ESIC etc.

Must Have

- Basic of Accounting
- MS-Excel
- Quick learner

Preferred Skills

- MS-Access.
- Fluent in regional language, English & Hindi language proficiency is a plus.
- Knowledge of basic accounting.

Recruitment Timeline

Event	Date
Application Opens	1st June 2025
Application Ends	31st July 2025
Exam Window	1st October to 15th November 2025
Result Declaration	30th November 2025
Induction Training	1st December to 24th December 2025
Appointment Date	1st January 2026

Registration & Exam Fee

- ₹600 only (Inclusive of 18% GST + Convenience Charges)

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