

Job Opening – Manager Accounts

Department: Finance & Accounting

Experience: 5–9 years

Education: Commerce Graduate / Post Graduate

Skills: Tally ERP, GST, TDS, Excel, Communication

Responsibilities:

- Audit compliance and zero query handling
- Balance sheet preparation support
- Tax and statutory return filing
- Coordination with CA and banks

Contact: 9537266995

Email: hrm@mascotinfra.com

Job Opening – Assistant Accountant

Department: Finance & Accounting

Experience: 1–3 years (Freshers can apply)

Education: Commerce Graduate

Skills: Tally ERP, Basic GST/TDS, Excel

Responsibilities:

- Data entry in Tally
- Invoice and documentation handling
- Assist in GST/TDS filing
- Bank reconciliation support

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