

REQUIREMENT PROFILE

1	Company Name	Dahej SEZ Ltd..
2	Post	Account Assistant
3	Location of posting	Gandhinagar
4	Age(min and max) in years	25 to 35 years
5	Gender	Male
6	Essential Qualification & Specialization	1) Graduate from any recognized University with minimum 55% 2) Master of Commerce 3) Inter C.A. Pass preferable
7	Nature of job / Key Result Areas (KRA)	Handling Accounts, Finance, Taxation and Audit related work
8	Soft Skills requirement	Good Communication Skills. Able to read, write & speak (Hindi, Gujarati & English)
9	Total Minimum experience(No. of years)	Minimum 5 years
10	This person will report to	Gandhinagar
11	Salary (Cost to company-CTC) p.a.(Min / Max	Rs.17,000/- p.m. to 20,000/- p.m.
12	What is normal accepted joining period?	Immediately / 15 days / One Month
13	Documents to be submitted	1. Updated C.V. 2. Experience Certificates till date 3. Qualification Certificates