

DAHEJ SEZ LTD.
REQUIREMENT PROFILE

1	Company Name	Dahej SEZ Ltd..
2	Post	Office Assistant (Accounts)
3.	No. of Position	1 (On Contract basis for 1 Year which may be extended)
4	Location of posting	Dahej, Dist : Bharuch
5	Age(min and max) in years	24 & above
6	Gender	Male
7	Essential Qualification & Specialization	B.Com from any recognized University with minimum 55%
9	Nature of job / Key Result Areas (KRA)	1) Handling Accounts, Finance, work Knowledge of Taxation, Audit related work, etc.
10	Soft Skills requirement	<ul style="list-style-type: none">• Good Knowledge of Tally, Microsoft Office and internet• Good Communication Skills.• Able to read, write & speak (Hindi, Gujarati & English)
11	Total Minimum experience(No. of years)	Min 3 years
12	This person will report to	Dahej
13	Salary (Cost to company-CTC) p.a.(Min / Max	Rs.12,000/- to Rs.15,000/-
14	What is normal accepted joining period?	Immediately
15	Documents to be submitted	<ol style="list-style-type: none">1. Updated C.V.2. Copy of Experience Certificate till date3. Copy of Qualification Certificates