

Job Opportunity – Young Account Officer

One of the reputed consulting firms Shiva Consultancy Group is hiring for the position of Young Account Officer.

 **Posting Location:** Client's Office / Factory (after successful training at Ahmadabad)

Eligibility:

B.Com / M.Com / CMA (ICWA) / CA / CS

Freshers with strong fundamentals or experienced candidates may apply.

Key Responsibilities:

- * End-to-end accounting & bookkeeping
- * MIS preparation & management audit support
- * Advanced Excel (data analysis, MIS reports)
- * Tally ERP / Prime
- * GST compliance (returns, reconciliation, notices)
- * Income Tax returns (ITR)
- * ROC / MCA filings
- * DGFT compliance
- * MSME & DIC compliance
- * DPR preparation & bank proposal writing
- * Coordination with banks, auditors & government departments

What's Offered:

- * Structured professional training by senior consultants
- * Exposure to real-world client assignments
- * Opportunity for placement at reputed client offices/factories
- * Performance-linked growth

Compensation:

Remuneration will be commensurate with qualification, skills & experience.

How to Apply:

Send your resume with a brief introduction to:

 shiva.group@outlook.com

 WhatsApp: +91 99790 21275

Interested CMAs / CMA students may apply or share with eligible contacts.