

JOB DESCRIPTION

Accountant cum Billing Operator / Data Entry Operator

Location	E-285, GIDC Estate, Bol Gam, Sanand, Ahmedabad
No. of Openings	2

Key Responsibilities

- Prepare sales and purchase invoices using Tally or BUSY accounting software.
- Manage GST billing, generate E-way bills, and maintain accurate billing records.
- Perform daily purchase and sales entries and manage stock records in the software.
- Handle stock data entry and reconcile software records with physical inventory.
- Coordinate with the sales and dispatch teams to resolve billing-related queries.
- Maintain office files, vouchers, invoices, and other accounting documents in an organized manner.

Candidate Profile

The ideal candidate should be organized, detail-oriented, and comfortable handling routine accounting, billing, data-entry, and inventory-related activities. Working knowledge of Tally/BUSY and GST billing processes will be useful for this role.

Interested candidates may apply for the position using the contact details provided by the employer.