

About The Company

Weather Risk Management Services Pvt. Ltd. is leading global provider of climate risk management services. We call ourselves "Climateers" who provide innovative products and services that help solve the climate related problems of individuals, entities and governments. Managed by Professionals from premier institutions of the country such as IIT, IIM and ICAI, company takes pride in being most innovative company in our area of work.

Position – Accounts Executive

Experience: 1 – 4 years

Job Description

- 1) Day to day accounting entry in Tally ERP 9
- 2) Bank updation and reconciliation / Party ledger Reconciliation
- 3) Basic Knowledge of TDS / Service Tax
- 4) Employee Expenses/ TA processing.
- 5) Filing Work
- 6) Invoicing
- 7) should have sound working knowledge of Excel and good typing speed in Tally

Location: Gurgaon and Kanpur