



UNIVERSITY OF MUMBAI'S
GARWARE INSTITUTE OF CAREER EDUCATION AND DEVELOPMENT
(Autonomous since 2006)

Vidyanagari, Kalina, Santacruz (East), Mumbai - 400 098.
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Website : www.giced.edu.in



No. GICED/ 1620

of 20 18

Date: 23/08/18

URGENT VACANCY

Designation : Jr. Accountant
No. of Post : 01
Qualification : B.Com. (With accountancy as specialization)
MS-CIT, English Typewriting at 40 w.p.m. and
Marathi typing @ 30 w.p.m.
Salary : 18,000/- consolidated per month
Experience : 1 to 3 years experience in accounts department of
Any organization.
Desirable : i) Proficient in MS Office, Tally (with latest version)
ii) Should be able to handle general accounts,
iii) Should be able to prepare P&L A/c, balance
Sheet, final account.
iv) Should be proficient in handling online banking
System,
v) Knowledge of Marathi and English is must,
vi) Good written and spoken communication skills.
Period : For Six months only.
Age Limit : not less than 21 years and not more than 45 years

Interested candidates come for interview with Bio-Data, Xerox copy of documents, with original for verification at the institute on **30th August 2018 at 03:00 pm in afternoon.**

Address :- Garware Institute of Career Education and Development, University of Mumbai Campus, Vidyanagari, Kalina, Santacruz-east, Mumbai - 400 098.

Signature

I/c. Director
Dr. Medha Tapiawala