



अलमादि सीमेन स्टेशन Alamadhi Semen Station

एनडीडीबी डेरी सर्विसेज की एक इकाई • A unit of NDDB Dairy Services

ALM/HR/2023-2024/01

15th November 2023

Job Opportunities

Job Title	Accounts Assistants
No of Vacancies	Two
Location	Alamadhi Semen Station, Upparapalayam Road, Edapalayam Post Redhills
Qualification & Experiences	B.com Graduate with Basic computer knowledge and skill MS. Excel.
Experiences	Five Years' Experience with in a reputed Organisation
Annual Salary	3.5 to 4 Lakhs CTC
Age Limit	Below 35 Years
Key roles and Responsibility	<ol style="list-style-type: none">1. Routine Accounting and Maintaining of Ledgers.2. Ensure that bank management/e- banking including Cheque & DD deposit in the bank, NEFT, RTGS and updating the Bank Receipt & Payment in SAP.3. Preparation of Bank Reconciliation Statement.4. Payment confirmation mail has to send to all the vendors at the time of making payments.5. Verifying of PR, PO, GRN, Travel statement at the time of Booking AP Invoices in SAP.6. Providing of Petty Cash, Farm Operation & Travel bills Break-up for GST working.7. Filing & Maintaining Documents of Finance & Accounts.8. Verifying of Sales Files for Internal Audit.9. Checking of Finance & Accounts files for Internal Auditing.
Contact Mobile No	70929 22403 / 97106 88695
Mail Id	hr@alamadhisemenstation.com / info@alamadhisemenstation.com
Skills required	<ul style="list-style-type: none">• Resolve programs in a timely manner• Must possess strong interpersonal skills.• Should be Flexible enough to adapt to changes smoothly.• Communication Skill. (English - Written & Verbal).

For NDDB – DS Alamadhi Semen Station

M. Srinivasan
General Manager



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