

M/s. PRINCIPLE SECURITY & ALLIED SERVICES PVT. LTD.
MUMBAI

Applications are invited for the post of

ACCOUNTANT

on Contract basis (initially for a period of one year) for our client

TATA MEMORIAL HOSPITAL

located at **PAREL, MUMBAI.**

Qualification : B. Com / M.Com with minimum one year experience in the field of Accountancy. The candidate should have excellent computer skills, good written and verbal communication skills.

Job Description: The appointed candidate will administer the purchase and indenting of all capital items, logistics items and follow ups with the Department of Purchase, Stores, and Accounts for generating the invoice, maintaining records of the expenditure and ensure compliances with the MOU of the respective CSR's for timely generation of utilization of the Accounts statements. He/she will undertake the necessary compliances with all the Accounts related documentation with the Funding Agencies.

Remuneration : Between Rs. 22,600/- to Rs. 25,000/- p.m.

Job Location : Tata Memorial Hospital, Dr. E. Borges Marg, Parel, Mumbai – 400 012

GENERAL CONDITIONS:

- (a) Last date for submission of application is **10th November, 2022.**
- (b) Candidates must post their resume to principlecurities22@gmail.com only. No hard copy of the application will be accepted. Applications received after due date will not be considered.
- (c) Candidates who would be called for Interview are required to **carry their resume, original documents along with one set of copy** in support of the details furnished in the resume, regarding date of birth, qualifications, experience, Aadhaar, PAN card, etc., failing which such applicants will not be allowed to appear for Interview.

(M/s. Principle Security & Allied Services Pvt. Ltd. is an Outsourcing Agency for the Supply of Manpower Services to Tata Memorial Hospital on contract basis.)

(Sd/-)
Supervisor
M/s. Principle Security & Allied Services Pvt. Ltd.