

ACCOUNTANT

- Writing main account/petty cash amount and preparing monthly expenditure statement, disbursement of cash for salaries and incidental expenditure.
- Assisting the chartered accountant in preparing balance sheet and liaison with project coordinator regarding funds.
- Maintain asset register.
- Receiving phone calls for overall functioning and working as a front desk.

CONTINUED:

- Maintaining attendance and leave register.
- Maintaining records of telephone calls, stationery and electricity.
- Visiting post office, bank and shops as and when needed.

