

Company Name: Baldyanath Minerals Pvt. Ltd.

Website: navodaya.ae

Position : CA

Qualification: CA Completed

Experience: 5-10 years

Annual CTC : Not a constraint for the right candidate

Industry: Mining



Job Description:

1. Handling Statutory, Internal, Tax , Transfer Pricing & GST Audit & related reports.
2. Co-ordinate with Auditors & Tax Authority.
3. Handling Banking Work including Foreign remittance, LC related work
4. Preparing Fixed Asset Register.
5. Preparation of Monthly financial position and other MIS report to Management.
6. Preparation of Budgeting for fund raising & organization growth.
7. Managing funding and banking.
8. Monthly/quarterly/yearly Financial Statements and comparison with budgets and analysis of deviation and tracing the causes.
9. Monthly/ Quarterly/ Yearly statutory works, Returns & its compliance.
10. Checking and making purchase contracts with vendors
11. Preparation of Invoices & its related documents.
12. Making offer of cargo to clients and getting their response.
13. Negotiating price and closing sales with clients.
14. Checking Monthly Salary processing.
15. Coordinate with the Shipping Line for B/L.
16. Negotiate and take Insurance for marine cargo
17. Calculation of vessel demurrage and making debit / credit note
18. Accounting Services and Bookkeeping