



# SHRI KAILASH LOGISTICS (CHENNAI) LIMITED

CIN: U70109TN2011PLC083385

# 8, Veekay Manor, Flat No.15, 3rd Floor, Gopalakrishna Road, T.Nagar, Chennai - 600 017  
Ph.044 – 28153897 Email:- chennaiskl@gmail.com

24.08.2023

To  
The Secretary,  
ICAI-SIRC,  
Chennai-600034



## **Desired Candidate Profile**

### **Executive – Finance and Accounts**

Qualification - B.com/M.com

Experience - 2 years

Salary - Commensurate with experience

Industry - Warehouse Construction

### **Job Description**

Maintain records of vouchers, invoices, payments, etc

Handling day-to-day accounting

Preparing invoices and following up for pending payments

Handling all banking related works

Communicating with clients and vendors through phone calls or email

Making payments through various modes like NEFT, RTGS, cash, cheques, etc and keeping track of them

GST and TDS returns filing

Interested Candidate Please share your resume to [SKLCL.FINANCE@GMAIL.COM](mailto:SKLCL.FINANCE@GMAIL.COM)

Contact - 822059522

Thanking You

Yours Faithfully,

For Shri Kailash Logistics (Chennai) Limited,

Authorised Signatory

