



RAYALASEEMA UNIVERSITY, KURNOOL

Career Guidance & Placement Cell

Date: 01-03-2018

CIRCULAR

I am to inform you that, SARVHR, Hyderabad, is conducting recruitment for the post of 'Accounts Executive' as detailed.



Urgent requirement of Accounts executive

Company: SarvHR solutions pvt. Ltd.
Location: Rethibowli, near medhadipatnam
Education: B.Com/M.Com/MBA freshers
Salary: As per market standards.

Roles and Responsibilities:

- Should rise invoice to the clients
- Have to do payroll for employees,
- Need to taking care of TDS, GST services

knowledge and skills required:

- Should have knowledge of Reconciliation, Bank Statements, TDS, and Service Tax calculation
- Experience in Tally Software.
- Good knowledge in Excel.

Training will be given for selected candidates.

Interested candidates can send your profiles to psreevidya@sarvhr.com

www.sarvhr.com

Candidates interested can send their CV through email and contact Placement Cell, RU, for further guidance.

PRINCIPAL

Copy to Head / Coordinator of the Departments, RU, for information and necessary action.

Copy to the Warden, RU hostels, RU, for information and necessary action.

Copy to the Registrar, RU, for information.

Copy to PA to VC, RU, for information.