

**LLOYDS METALS**

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LLOYDS METALS & ENERGY LTD.

Regd. Office and Works : Plot No. A1 & A2, MIDC Industrial Area, Ghugus 442 505, District Chandrapur (MS), Tel : 07172-285398, 07172-285103
Corporate Office : A2, 2nd Floor Madhu Estate, Pandurang Budhkar Marg, Lower Parel, Mumbai-400013, Tel : +91-22-62918111
www.lloyds.in | CIN: L40300MH1977PLC019594 | Email: investor@lloyds.in

Job Description

Position Name : - Accountant Officer
Qualification : - M.Com/B.Com
No. of Experience: - 02-04 Years (GSTR-1, GSTR-3B, GSTR-2A, GSTR-2B)
Age : - 25-35
Technical Skills : - SAP
Soft Skill : - Excel/Word/SAP

Role & Responsibility :-

1. GST reconciliation PR / 2B SR/E-INVOICE for all Locations.
2. Preparing data for return.
3. Preparing reports for monthly MIS.
4. Preparation GSTR-1, GSTR-3B, GSTR-2A, GSTR-2B.
5. Sending letter & mail to non-filers / defaulter
6. Coordinating with inter user departments.
7. Good Computer knowledge in MS Excel.
8. Work Exp. In SAP.

Name		Pawan Meshram	Sanjay Kumar
Designation		AVP-HP	Unit Head
Sign			
	Initiated By	Forwarded By	Approved By