

Aryakube Capital Private Limited

CIN: U93000TG2016PTC102781

To,

ICAI Hyderabad Chapter,
11-5-398/C, Red Hills, Lakdikapul
Hyderabad, Telangana 500004

Subject: Request to Post Job Vacancy for Finance Executive

Dear Sir/Madam,

We are writing to request the ICAI Hyderabad chapter to kindly post a job vacancy announcement for the position of Finance Executive at Aryakube Capital Private Limited.

About Aryakube Capital:

Aryakube Capital is a RBI registered NBFC specialising in fixed income and real estate financing & advisory with focus on high yield financing, special situation financing and annuity assets acquisition

Job Vacancy Details:

Designation : Finance Executive
Experience : 2-4 years
Qualification : CA/ICWAI Inter or M.Com or B. Com (Honours) or MBA Finance
Reporting Manager : Senior Manager (Finance & Compliance)
Location : Hyderabad (Work from Office)

Responsibilities and Duties:

1. Book-keeping that includes passing accounting entries in Tally ERP on a timely basis.
2. Preparing GST, TDS and Income Tax returns.
3. Payment processing– timely bank payments, Professional Tax Payments and returns, book-keeping, voucher & other record maintenance.
4. Preparation of monthly MIS
5. Prepare payroll after considering TDS (staff strength is less than 10)
6. Support Company Secretary in drafting and reviewing legal documents
7. Assist in secretarial works & other compliances under the Companies Act such as filing forms and returns with Registrar of Companies or any other statutory requirements.
8. Assist for compliance with RBI Directions under the supervision of the Company Secretary.
9. Assist in financial statement preparation and statutory /tax audits.

Mandatory Skills Set

- Well versed with using Tally, MS Excel and MS Word
- Good understanding of GST, TDS, balance sheet preparation, MIS reports

Personal Characteristics:

- Good English written and oral skills

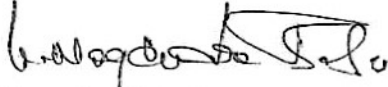
Contact Information:

Email: admin@aryakubecapital.in

Mobile: 94403 08360

Thank you for your assistance.

Yours sincerely,



Nagendra Babu kamavarapu

Company Secretary & Senior Manager-Finance

Aryakube Capital Private Limited

