

Tech Mahindra Careers 2023 – Free Job Alert – Job Card – Fast Job – Auditor Post

Hiring organization
Tech Mahindra

Job Location

India
Remote work possible

Date posted
July 4, 2023

Valid through
31.12.2023

Base Salary

Rs. 15,000 - Rs. 21,000

APPLY NOW

Qualifications

12th Passed/Graduate

Employment Type

Full-time

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Description

Tech Mahindra Careers 2023

Position: Accountant

Location: [Tech Mahindra]

About [Company Name]: [Company Name] is a dynamic and growing organization in need of a dedicated and detail-oriented Accountant to join our finance team. As an Accountant, you will play a crucial role in managing financial transactions, maintaining accurate records, and ensuring compliance with accounting principles and regulations. This is an excellent opportunity for freshers to gain valuable experience and develop their skills in the field of accounting.

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Tech Mahindra Jobs Near Me

Responsibilities:

1. Administrative Support: Provide general administrative support to the office, including handling phone calls, managing correspondence, and responding to inquiries. Assist in scheduling appointments, organizing meetings, and maintaining calendars. Prepare and distribute documents, reports, and presentations as required.
2. Data Entry and Record Keeping: Perform accurate data entry tasks, such as updating customer information, maintaining inventory records, and managing databases. Ensure data integrity and confidentiality. Organize and maintain physical and electronic files, ensuring easy retrieval and efficient record keeping.
3. Office Organization and Supplies: Maintain a clean and organized office

environment. Order and manage office supplies, ensuring availability and proper storage. Coordinate with vendors for office equipment maintenance and repairs. Assist in managing office facilities and coordinating logistics for office events or meetings.

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Tech Mahindra Careers

Skills and Qualifications:

1. Attention to Detail: Meticulous eye for detail to accurately perform administrative tasks and data entry. Ability to spot errors and inconsistencies and take corrective actions.
2. Organizational Skills: Strong organizational skills to manage multiple tasks and prioritize work effectively. Ability to maintain a structured and orderly office environment.
3. Communication Skills: Excellent verbal and written communication skills to interact with colleagues, clients, and vendors in a professional and courteous manner. Strong listening skills and the ability to follow instructions accurately.
4. Time Management: Efficient time management skills to meet deadlines and complete tasks in a timely manner. Ability to handle interruptions and adapt to changing priorities.
5. Computer Skills: Proficiency in using office software, including word processing, spreadsheets, and email applications. Familiarity with data entry techniques and electronic record-keeping systems.

Experience as a Fresher: As a fresher, no prior experience in a professional office clerk role is required. However, the following experiences are beneficial:

1. Academic Projects: Completion of relevant coursework or academic projects involving office administration, data entry, or record keeping.
2. Internships or Part-time Roles: Any internships or part-time positions that involve administrative tasks, customer service, or office support.
3. Computer Literacy: Familiarity with common office software and tools, such as Microsoft Office suite (Word, Excel, Outlook) or similar applications.

Important Links

Find the Link in [Apply Now](#) Button

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