

<b>Post*</b>	Junior Team Member –Accounts
<b>Company Name*</b>	Dyna-K Automotive Stampings Pvt Ltd, Bhosari-Pune.
<b>Company Profile*</b>	Dyna-K is a manufacturer of Precision Sheet Metal Stampings for Automotive Industry, an IATF 16949: 2016 certified company. It manufactures critical stampings for applications in Automotive Brakes & Boosters, Engine and Turbo Charger parts. Customers include Bosch, Cummins, Honeywell with exports to USA, UK, China and Brazil.
<b>Job Description*</b>	<ul style="list-style-type: none"> <li>*Keeping financial records up-to-date</li> <li>*Fact-checking invoices for payment and processing</li> <li>* <b><u>Daily booking of Purchase bills in Tally and SAP</u></b></li> <li>* Organise documents for accurate Record keeping and filing of all documents</li> <li>* Assisting financial department as needed for departmental requirement</li> </ul>
<b>Candidate Profile*</b>	<ul style="list-style-type: none"> <li>*Bachelor’s degree in Commerce</li> <li>*Proven current Experience with Tally ERP 9</li> <li>*Excellent computer skills; experience in accounting software, Microsoft Office Suite</li> <li>*Experience of bill booking in company with turnover &gt; 60 crores</li> <li>*Strong written and verbal communication skills</li> <li>*Assists team members when needed to accomplish team goals</li> <li>*Ability to multi-task</li> <li>*Self-motivated and self-directed</li> </ul>
<b>Minimum Experience*</b>	3 to 4 Years
<b>Location*</b>	Pune
<b>Compensation</b>	CTC -2.5 -3.5 Lacs/Annum based on candidate experience.
<b>Ref. No.</b>	TM / AC
<b>Website</b>	<a href="https://www.dynakstamp.com/career.html">https://www.dynakstamp.com/career.html</a>