



**(NetTantra Technologies India Pvt Ltd)**

## **About Company**

At Hyscaler, we foster a culture of Innovation for our clients and people alike. We believe that Work-life balance is essential to a productive, diverse and fulfilling work place and we empower our team to find the flexibility that works best for them.

## **Job Title**

Accounts Apprentice/Trainee

## **Location**

Bhubaneswar, India

## **Job Description**

We are seeking a motivated and detail-oriented Fresher Accounts Executive to join our finance and accounting team. This is an exciting opportunity for a recent graduate who is eager to launch their career in the field of accounting and finance.

## **Key Responsibilities**

- Assist in recording financial transactions and maintaining accurate and up-to-date records.
- Enter invoices, expenses, and payments into the accounting system.
- Assist in processing vendor invoices, verifying their accuracy, and ensuring timely payments.
- Assist in maintaining the general ledger by reconciling accounts and posting journal entries.
- Provide support in generating financial reports, including balance sheets and income statements.

## **Key Requirements**

- Bachelor's degree in Accounting, Finance, or a related field.
- Attention to detail and accuracy in data entry and record-keeping.
- Ability to work independently and as part of a team.

- Basic understanding of accounting principles and financial concepts.
- Proficiency in Microsoft Excel and Tally