

Registered Office - Chennai
Door No.28/2, 1st Floor, AMG Towers,
Lawyer Jagannathan Street, GST Road,
Alandur, Chennai - 600016, Tamil Nadu
India. Tel: +91 44 6693 3300
GSTIN: 33AAFCR5460H1ZF



Mumbai Office
Unit No.1202 and 1203, 12th Floor,
Hubtown Viva, Western Express Highway,
Jogeshwari East, Mumbai,
Maharashtra - 400060, India,
Telephone: +91 22 6204 3300,
GSTIN: 27AAFCR5460H1Z8

26 February, 2024

The Institute of Chartered Accountants of India
'ICAI Bhawan', 122, Mahatma Gandhi Road
Nungambakkam, Chennai 600034.

REG : INVITING APPLICATIONS FOR THE POSITION OF ACCOUNTANT

Dear Sir / Madam,

RMD Kwikform has been supporting the worldwide construction industry for over 70 years, providing tailored formwork and shoring solutions to enable the construction of some of World's most impressive Structures. In India, RMD Kwikform India Pvt Ltd office is Headquartered at Chennai.

We are looking for an **Accountant** with base working location at Chennai. The candidate profile, Job profile and other requirements are given below. Request your support pl

Candidate Profile

- 1) Male / Female
- 2) B.Com., / M.Com., / CA (Inter)
- 3) 2 to 5 years' experience
- 4) Good Communication Skills is a must – English / Hindi / Malayalam / Tamil
- 5) Should have a valid Passport and should be willing to travel if required
- 6) Should have sound accounting knowledge and application of the same

Job Profile

- Day to Day recording of transactions in Accounting system
- Managing cash and bank transactions, Cash flow monitoring, etc.
- Receivables Management - Customer KYC and Documentation /Invoicing /Accounting of Collections and receipts and Statements update
- Payables Management – Vendor KYC and Documentation / Payments and Reconciliations
- Inventory Management – Recording of all stock transactions in Accounting System
- Monthly MIS as per Company formats
- Budgets and Forecasts – every six months
- Budgetary Control over Capital Expenditure
- Providing necessary information to Senior Management as and when needed / MIS reporting.

Training & Confirmation : Training will be provided for 3 months and only if found fit, Confirmation will be issued

Salary : Negotiable & will match the expectation of the right candidate selected.

Expected Joining date : On or before 31st March 2024

Contact Information : Mr B Vijayakrishnan, HR Manager - India, RMD Kwikform India Pvt Ltd,
b.vijayakrishnan@rmdkwikform.co (PL MENTION IN EMAIL SUBJECT : CA001)

For RMD Kwikform India Pvt Ltd

HR MANAGER - INDIA

Chennai Yard

S. No :231/1, V. No: 82,
Peruvoyal, Gummidipoondi,
Thiruvallur District,
Tamil Nadu - 601206,
Tel: +91 73 3873 4331

Email: rmd.india@rmdkwikform.co Website: www.rmdkwikform.com
CIN: U74140TN2011FTC164973
A member of the ALTRAD Group

Mumbai Yard

Survey No.120 & 121, Hissa No. 2 & 4,
Nadhal Village, Chowk,
Khalapur Taluk, Raigad District,
Maharashtra - 410206
Tel: +91 98 8495 2444

