

# APPAREL TRAINING & DESIGN CENTRE

“Paridhan Vikas Bhawan”, Plot No. 50, Sector – 44, Institutional Area, Gurgaon, Haryana 122003  
**Email – [hr@atdcindia.co.in](mailto:hr@atdcindia.co.in)**

‘The Apparel Training & Design Centre’ (ATDC) is India’s largest Vocational Training provider in ‘Apparel Sector’ having Pan-India network of about 82 Centres, invite applications for the position of ‘Accounts Executive, on contract basis for ATDC- National Head Office at Gurgaon (Haryana) as per the details below:

## **Position Overview**

**Position:** ‘Accounts Executive’  
**Engagement:** On Contract basis  
**Age Limit:** 30 Years.

## **Requirements (Qualifications & Experience)**

- Bachelor's Degree Commerce (B. Com) or Equivalent Degree from recognized University/ reputed Institute of Accounting & Commerce (Full Time). M.Com will be preferred.

## **Experience :**

- Total proven experience of 1-3 years in account management.

## **Roles and Responsibilities**

- Having Good Knowledge of Financial Accounting.
- Entry passing in books of accounts.
- Managing accounts payable and receivable.
- Strong Knowledge of Tally ERP Software also Ms-Excel.
- Knowledge of Accounting MIS.
- Knowledge of financial audits.
- Knowledge of Bank and vendor reconciliation.
- Ability to manage multiple accounts while seeking new opportunities
- Good communication Skills.

## **Benefits**

- National holidays/Gazetted holidays
- Salary structure is on cost to company basis

Application must include a cover letter with recent full curriculum vitae. The applicant should provide photocopies of Xth , Graduation Certificate / Degree and must attach last pay certificate showing deduction details etc. The experience details with timelines be detailed along with the application.

Interested candidates sent their CV’s to [hr@atdcindia.co.in](mailto:hr@atdcindia.co.in) within 10 days of the release of advertisement. Only shortlisted candidates shall be called for interaction followed by personal interview. ATDC reserves the right to cancel this recruitment or cancel any application without assigning any reason.