

JOB DESCRIPTION – Schneider Electric

Name of the client	Schneider Electric Pvt. Ltd.
Website	https://www.se.com/in/en/
Profile Name	Finance Associate
Payroll	Vision India Services Pvt. Ltd.
Qualification	Any
Trade /Specialization/Branch	Commerce
Male / Female candidate	Any
No. of mandate / requirement expected	1
Fresher / Experienced (If experienced then No. of years of exp required min-max)	2 – 6 years
Workplace – detailed address	Schneider Electric, Gagillapur, Hyderabad - 500050
Hiring in Department / Function	Finance
Key Responsibilities	<ul style="list-style-type: none"> ✓ Filing GST Returns i.e. GSTR-1, GSTR3b, 2A Reco, ITC04, Annual Returns GSTR9 & 9C ✓ Import and Export benefits, Advance license, EPCG, MEIS, RODTEP, AIR DBK etc. ✓ Knowledge of accounts with adherence to all statutory requirements namely TDS, GST and related compliances ✓ Experience of handling Statutory, Tax Audits both Tax departments such as GST, Excise & Customs ✓ Coordination with the internal teams to get the data ✓ Knowledge of SAP will be an added advantage
Targeted Institute / Industry / Organization	✓ Any
Open to hire local candidates – (Yes/No)	Yes
Open to hire from other state – (Yes/No)	No
Weekly off	Alternate Saturday & Sunday
OJT period (Training period/Nesting period)	No
Salary	Up to 6 LPA
Working hours (shift timings)	8:30 – 5:30pm
Is there a provision of OT, if yes pls mention details	No
Is Food included	Yes
Incentive (Yes/No) , if Yes How much and what base	NA
Dress code, if any (who will provide dress or any deduction for dress code)	NA
Boarding / Lodging / Meal facility (Yes/NO) if yes pls mention rate in rupees per day	Yes
Transportation is provided by company (Yes/NO) if yes pls mention deduction in rupees per day	Yes
Mandatory requisite (Bike, driving license etc specify if any or say NA)	NA
Stipend cycle	