

1. All the responsibilities adhered to the accounts & BackOffice Support.
2. Daily as well as Monthly Accounts Updation.
3. Courier Making- Cheque Deposit.
4. Follow-ups for payments coordinating with executives.
5. Preparing client list- existing as well as new in excel sheet.
6. Managing all kind of operations inside the office with the help of other colleagues.
7. Updating cheques details, accounts work in Tally and Finalisation.
8. Mass mailing to the wide range of clients.
9. Database management and verification for Sales and Editorial Support.
10. CA follow up and co-ordination.
11. Invoice Generation for MART Monthly Advertisements.
12. Invoice Generation for MART Subscriptions.
13. Maintaining Incoming & Pending Payments.
14. Monthly Invoice Details/ Bank Reconciliation/ Payment Records/ Cash Expenses
15. Professional Tax Month wise deposits.
16. TDS deductions and remittance with authorities.
17. Accounts Monthly Information/ Report – Profit/ Loss.
18. Back-Office & Customer Support to Sales & Marketing/ Editorial Department.
19. Payroll, Leave Management.
20. General administrative responsibilities, employee engagement, grievance handling.
21. Support to Interview Arrangement and Recruitment process.
22. Employee verification and Joining and Exit Formalities handling.

However, the roles and responsibilities can change/ expand in due interval with advancement and growth of the organization.