Walk-In

Accounts Assistant 2021 to 2024 Graduates July 10th and 11th, 2025 Time: 9.00 AM

Job Description:

Syncfusion Software Pvt. Ltd. is looking for multiple Accounts Assistant. Syncfusion is a fast paced, growing organization that offers a challenging work environment with excellent rewards for the right candidate. We work regular office hours. There are no after-hours shifts (night etc.). Coordinate and execute day-to-day financial transactions, including invoices, purchase orders, and petty cash expenses. Prepare accurate and timely financial reports when required. Payments and receipts and maintaining Bank reconciliation. We offer a professional work environment where you will be treated with respect and given every opportunity to grow.

Key Skills and Responsibilities:

- Strong communication skills and ability to handle queries effectively
- Analytical mindset with good problem-solving abilities
- Involvement in day-to-day accounting processes
- Payment processing and bank reconciliation
- Auditing and preparation of financial reports
- Handling of accounts payable and receivable
- Credit process management
- NOC and exit process handling
- Filing and accounting documentation
- Ensuring compliance with statutory regulations
- Bookkeeping, record management, and data organization.

Eligibility Criteria:

- 2021 to 2024 Graduates with a minimum of 65% in all academics.
- HSC with Commerce Mandatory with a minimum of 75%.
- No Gaps of any kind.
- Experience 0 to 2 years

Qualification: B.Com / M. Com / MBA (Finance)



Venue:

Syncfusion Software Pvt., Ltd. AJ-217, Eymard Complex, 4th Avenue, Shanthi Colony, Anna Nagar, Chennai - 600040.

Interested and Eligible candidates can come for walk-in on July 10th and 11th, 2025, at 9.00 AM

For any clarifications please contact: **recruitment.chn@syncfusion.com**

Note: - Those who attended the interview already are not eligible for this walk-in.