



## HOWRAH COOPERATIVE MILK PRODUCERS' UNION LIMITED

Head Office: Shyampur Bulk Milk Cooling Unit (Near Shyampur BDO Office)  
Shyampur, Howrah – 711314, Phone No. 03214 264193,  
Mail: [hmuvbmps@gmail.com](mailto:hmuvbmps@gmail.com)

Bottom of Form

### Advertisement for recruitment of Accountant for Howrah Milk Union.

Memo No. HMU/Adv./Acct/39

dt. 21.02.18

Job Title: **Accountant.**

Nature of Appointment : **On Contract.**

Selection Procedure : **Walk in Interview.**

#### **Accountant**

Age: Minimum 25 years as on 01.01.2018.

**Qualification:** B.Com with accountancy Hons. having knowledge of computer with tally.

**Experience:** 2 years Computerized accounting experience with Tally.  
(Preference will be given to a candidate having experience in Milk Union, Dairy Industry or Cooperative Sector etc.)  
Capable to handle sales Tax, income tax & service tax matter , GST  
EPF , ESI related matter, written communication skill in English and Bengali.

**Salary:** Rs.11000.00 p.m.(consolidated)

#### **Skills :**

- Strong interpersonal skills and ability to establishment working relation with various stakeholders and influencing skills with the ability to communicate various levels.
- Ability to work in an organized and timely manner, ability to work in a team and to lead a team.
- Ability to coordinate various training programmes efficiently.
- Organizational skills with the ability to manage competing tasks and to meet deadlines.
- Good oral and written communication skills in both Bengali & English.
- Adequate Computer knowledge i.e. operating/using MS Office (Word/Excel, Power point) and internet including writing e-mails.
- Willingness to work extensively in the rural areas.
- Willingness to attend training programmes, seminar, workshop in places within and outside as required.
- Conduct monitoring activities, data collection and reporting.
- Develop weekly updates and monthly report on the assigned task and submit to reporting officers.

*H.P. Sen*

For Howrah Cooperative Milk  
Producers' Union Limited  
Managing Director