

Chetana's Ramprasad Khandelwal

Institute of Management & Research

*Survey No. 341, Govt. Colony, Bandra(E), Mumbai 400 051.
Phone No. : (022) 26513346 Fax No. : (022) 26406172
Email : info@crkimr.in*

Walk in Interview

- Post** : (1) Accountant (2) Clerk
Age Group : 25 to 40 Years
Qualification : Bachelor's or Master's Degree
Experience : (1) Minimum 5 Years as Accountant with the Knowledge of Tally & TDS,GST, EPF & other statutory requirements.
(2) Minimum 2 Years in Office & Accounts Department.
Date & Time : **11th September, 2018 at 02:00 p.m.**
Venue : Chetana's Institute of Mgmt & Research Building,
Conference Room, 1st floor, Govt. Colony,
Bandra (E), Mumbai 400 051.

“Working on Computer & Fluency in English and Marathi is Must”

Candidate should email on **recruitment @ crkimr.in** & bring Application, Marksheets, Experience Certificate One Photo, etc. **Format of Application is available on website: www.crkimr.in**

Hon. Secretary

Format of Application for the post of Accountant / Clerk.

Personal Details:

Full Name				Affix a Photo
Address				
DOB		AADHAR No.		
Email ID		Mobile No.		
Gender		Marital Status		
Religion		Caste		
Languages Known				

Educational Qualification:

Examination Passed	University / Board	Month and Year of Passing	% / CGPA	Class/ Divisions/ Grade	Whether the examination was passed as a regular student /as an external student by correspondence
SSC					
HSC					
Bachelor's Degree					
Master's Degree					
Others					

Work Experience:

Name of the Organization / Company	Designation	Period of appointment with dates		Job Profile	Last Salary Drawn
		From	To		

Computer Software Knowledge:

Operating Systems	
Application Software	
Tally	
Other Related Software	

* Please enclose the copies of Marksheets, Certificates, Experience Certificate, Passport size photograph, etc. If required enclosed separate sheet.

I, _____, hereby declare that the information provided above are true and correct.

Place : _____

Date : _____

Signature : _____

