



Position: Assistant Manager – MIS and Costing
Division: All (Shrijee Corporate Office)
Location: Mumbai
Experience: 3 to 4 years
Qualification: CA Inter/ICWI/B. Com

Established in 1975, the Shrijee Group is a privately held manufacturing company. We offer a wide range of products and services such as turnkey sugar projects, towers and substation structures, agricultural equipment, heavy fabrication, hot dip galvanizing, wind powered exhaust fans and engineering spares.

We have more than 175 people in our team, including 45 engineers and eleven MBAs. In addition to these, at any given time, we usually have 200-300 people working on our sites. We also have representatives in Vietnam, Thailand, Philippines, Iran, Syria and Ecuador.

We are looking for an Assistant Manager – MIS and Costing for our corporate office in Mumbai. The Assistant Manager – MIS and Costing will report to the AGM (Accounts & Finance).

Responsibilities include:

1. Presentation & preparation of budgets, periodic review & analysis of variance
2. Presentation & preparation of project costing & accounting
3. Preparation of MIS Reports
4. Presentation & preparation of product costing & accounting
5. Follow-up with other departments and customers for payment collection
6. Coordination between corporate accounts department and & site/factory team
7. Implementation of internal control procedures and meeting all audit requirements.
8. Managing books of accounts and preparation of monthly divisional profitability statement.
9. Preparation of reports for bankers
10. Controlling vendor payments

We are looking for:

1. CA Inter/ICWI/B. Com
2. At least three to four years of relevant experience (preferably in manufacturing industry)
3. Strong MS Excel and Tally 9 Skills
4. Knowledge of finalization of accounts
5. Working knowledge of ROC Returns/ Secretarial Work.
6. Good analytical skills
7. Team spirit

Salary offered will be competitive. We offer a professional work environment. Please see our website for details about us: www.shrijee.com. If interested, please send resume and cover letter to:

Shrijee Group

A-504, Dynasty Business Park,
J.B. Nagar, Andheri-Kurla Road,
Andheri (East), Mumbai - 400059.
Fax : + 91- 22 -40501010
E-mail: careers@shrijee.com

In case of e-mail applications, please put “Assistant Manager – MIS and Costing” in the subject line.

Sugar Projects	Shrijee Group	Wind Ventilators	Galvanizing
Agricultural Equipments	Towers and Substations	Engineering Spares	
	Heavy Fabrication		