

## Advertisement for the post of Young Professional (Accounts Admin and MIS)

<b>Name of the Post</b>	<b>Young Professional (Accounts Admin &amp; MIS)</b>
<b>Business Unit</b>	Lucknow Branch
<b>Reporting to</b>	AGM & Incharge
<b>Location</b>	Lucknow
<b>Preferred Qualification</b>	Graduate in Any Discipline (Preferably B.Com) Candidates with Master's degree/MBA will be given Preference. Must have knowledge of Ms Office and should be computer savvy
<b>Remuneration</b>	As per Industry
<b>Job Description</b>	<ul style="list-style-type: none"><li>• Overall Maintenance of accounting and admin functions of the Lucknow Office</li><li>• Develop tools and system to provide financial and operational information to the reporting officer and assisting in the implementation of such systems</li><li>• Assist in establishing objectives and meeting agendas.</li><li>• Maintaining the MIS related to office accounts, Project accounts, Purchase, Admin related work.</li><li>• Maintaining Project related data, taking field work whenever instructed.</li><li>• Any Task Assigned by the AGM &amp; Incharge</li></ul>
<b>Date &amp; Place of Interview</b>	<ul style="list-style-type: none"><li>• 26<sup>th</sup> October 2023, 2:30 PM</li><li>• Venue: AFC India Limited, 21 Vidhan Sanha Marg Lucknow</li></ul>
<b>Contact Information</b>	Interested Candidates can send their CV to <a href="mailto:lucknow@afcinida.org.in">lucknow@afcinida.org.in</a>