



Information document



**AMRAPALI
UNIVERSITY**



REQUIREMENT

ACCOUNT OFFICER

- **Qualification:** The candidate must hold a graduate degree from a recognized university.
- **Skills:** Proficiency in Tally and related accounting software is essential.
- **Experience:** A minimum of 15 years of relevant work experience in accounting, finance, and office management is required. Candidates with a proven track record of handling large volumes of financial transactions will be preferred.

ACCOUNTANT

- **Qualification:** The candidate must possess a graduate degree in Commerce or a related field from a recognized institution.
- **Skills:** Expertise in Tally software, along with a solid understanding of accounting principles and financial reporting standards.
- **Experience:** Applicants should have between 8 to 10 years of practical experience in managing accounts, maintaining financial records, and supporting auditing processes.

Preference will be given to candidates who are experienced, efficient, and capable of working independently as well as in a team environment.

Interested and eligible candidates are requested to send their updated CV at office@amrapali.ac.in within 7 days.