

Company Name: **6 Livo Technologies Pvt Ltd**

Website: <https://vitwo.in/>

Location: **Kolkata (Newtown)**

Working Days: **6 Days (Full)**

### **Requirement :**

Position : **Management Trainee- F&A- Full Time**

Qualification: **B.COM/ M.COM** only

Experience: **Fresher**

Gender: **Both (Female Preferred)**

Salary: **10-12k/ Month**

Position: **5**

Probation Period: **6 Months ( Increment Based on Performance )**

### **Job Description:**

- >Knowledge of Operating Tally ERP 9 Software.
- >Basic knowledge of Windows Operating
- >Knowledge of Microsoft Word, Excel & Outlook.
- >Knowledge of Internet, Email, Chat.
- >Typing Hands
- >Excellent Business Correspondence & Communication
- >Knowledge of Taxation, Income Tax, Professional Tax, Service Tax, Vat, TDS.
- >Excellent [#communication](#) skills.