

MENSTRUPEDIA IS LOOKING FOR

ACCOUNTS & COMPLIANCE EXECUTIVE



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Job Location : Ahmedabad

SEND YOUR RESUME TO

jobs@menstrupedia.com

+91 9737436576



Menstrupedia is looking for an Accounts & Compliance Executive based in Ahmedabad

Job type: Full time

Salary: ₹15,000 - ₹20,000 per month (based on experience & expertise)

Job Location: Harvy Complex, Gurukul, Ahmedabad

Mail us your CV at: jobs@menstrupedia.com

WHAT YOU'LL DO AT MENSTRUPEDIA

- Taking care of compliance policies and protocols on behalf of the company
- Ensuring that the company operates in accordance with the state and company laws
- Determining compliance metrics and a system to track them
- Maintaining up to date written documentation and policies related to the company's business activities
- Performing administrative and other tasks as needed

MINIMUM QUALIFICATION

- Graduation

MUST - HAVE SKILLS

- Graduate
- Proficiency in written and spoken English
- Driving Licence
- Familiarity with Quickbooks, Microsoft Excel, and Tally
- Attention to detail and accuracy in entering financial data

DESIRABLE

- You have one month of experience in handling GST, compliance and accounting

ABOUT MENSTRUPEDIA

Menstrupedia is a Private Limited company run by Forbes 30 Under 30 and Shark Tank India winners that offers high social impact educational materials in the form of comic books, workshops, and animated videos. The materials developed by Menstrupedia are used by over 11,000 schools and hundreds of NGOs, Corporates, and Government organizations across India and several other countries across the globe.

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