

L. M. College of Pharmacy

Qualification required for the post of Account Officer

M. Com/MBA (Finance) + 5 years of experience OR CA + 3 years of experience

Candidates with following competencies will be given preference

- ✓ General accounting and book keeping of educational institute
- ✓ Familiarity with PFMS, Tally
- ✓ Good communication skill in Gujarati and English
- ✓ Preparation of budget and compliance requirements
- ✓ Liasoning with CA/CS
- ✓ Knowledge of applicable important legal provisions

Qualification required for the post of Admin Officer

MBA/Post graduate + 5 years of experience

Candidates with following competencies will be given preference

- ✓ General office administration of educational institute
- ✓ Familiarity with ERP
- ✓ Good communication skill in Gujarati and English
- ✓ Understanding of compliance requirements as per government norms
- ✓ Knowledge of applicable important legal provisions