

Role Document- Executive- Taxation

Job Title: Taxation Executive

Location: Nashik, Maharashtra

Employment Type: Full-time, Permanent

Experience Level: 2–4 years preferred

Key Responsibilities:

- Handle GST, ITD & CPC portal activities with expertise.
- Work independently on GST computation & returns (GSTR-1, GSTR-3B, GSTR-9, GSTR-9C).
- Perform GST ITC ledger reconciliation, RCM working, and related compliance tasks.
- Prepare documentation and details for income-tax & GST hearings.
- Manage E-way Bill generation, E-invoicing, and all related portal activities.
- Ensure accuracy and compliance in GST portal operations.

Technical Skills:

- Proficiency in tax software, Tally, MS Office (Excel, Word).
- Strong command of English and Marathi typing/writing (TW).
- Ability to work independently with minimal supervision.

Desired Attributes:

- Strong analytical and problem-solving skills.
- Attention to detail and accuracy in compliance work.
- Ability to manage multiple tasks in a dynamic environment.
- Effective communication and coordination skills.

Key Performance Indicators (KPIs):

- Timely and accurate filing of GST returns.
- Error-free reconciliations and portal activities.
- Compliance with statutory deadlines and audit requirements.
- Efficient handling of tax hearings and documentation.