

SUNSHINE

Power Products Pvt. Ltd.

CIN: U74999WB2004PTC098975



Regd. Off.: 130/9, Bakrahath Road, Hanspukur Green Park,
P.O.-Joka, Kolkata-700 104, West Bengal, India

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Web : www.sunshinesolar.co.in

[Mfgr. of Solar PV Module, Renewable Energy Systems & Devices]

RECRUITMENT NOTICE

Ref: SPP/23-24/HR /09-02 dated 16/09/2023

SUNSHINE POWER PRODUCTS PVT LTD an ISO certified , one of the leading EPC , solar PV Module & Systems manufacturing company located in Kolkata ,West Bengal, India . The Company looking for talented hard working fresher /experienced for the following post :-

1. Post : Account Assistant : 02 Nos , Purchase cum Store Assistant : 1 Nos

DESIRED CANDIDATE PROFILE :

1. Job description :

- Candidate Should have knowledge of General account . Voucher entry , Taxation ,
- Mandatory Skill about computer specially word and excel .
- Knowledge of Tally ERP
- Location of posting will be Kolkata ,however may require to visit various customer office within all over India specially Eastern & North Eastern part of India.

2. Fitness :

- Candidate must be physically fit in all respect
- Dexterity and hand/eye coordination in operation of computer and other digital equipment
- Ability to speak to and hear customers and/or other employees via phone or in person.
- Body motor skills sufficient to enable incumbent to move from one location to another Location.

3. Educational Qualification : Bachelor degree of Commerce (B-Comm)

- **Higher qualification need not to apply.**

4. Preferable : Fresher/ Experienced male /female candidate can apply . However candidate with highly computer data entry skill (Word, excel ,tally) , Smartphone holder , will be preferred.

5. Training period for fresher : All the post are provisional & contractual . Maximum training period 06 month .

6. Stipend/Wages/salary : Industry standard (Inclusive of ESIC & PF) .

Last Date of application : **15/10/2023**

Interested candidate may send their CV along with self attested scan copy(s) of all educational ,identity , address proof ,experience (if any) , Salary Slip (if any) documents through e-mail or post only .

The Supervisor (HR)
SUNSHINE POWER PRODUCTS PVT LTD
130/9 ,BAKRAHAT ROAD , HANSPUKUR GREEN PARK
PO JOKA , KOLKATA ,INDIA , PIN 700104
email : sunshinepowercc@gmail.com



Selected candidate (s) will be called for interview through e-mail or post .

An ISO 9001:2015 & ISO 14001:2015 Certified Company

Use Green Energy

Use Solar Energy

Save Earth