

## Job Description of Audit Officer

- **Post: Audit Officer**
- **No of Post:** 1 No.
- **Location:** - Mumbai
- **Qualifications Required:-** B.Com with CA/CMA Inter passed/ MBA Finance/Master degree in Finance.
- **Experience:** 3 to 5 years of experiences recognized organizations/PSU/Private Company.
- **Remuneration :** Between Rs. 40,000/- to Rs.60,000/- Per Month
- **Contract Period-** 3 Years.

### Principle Responsibilities:

- Responsible for handling Internal/Statutory/CAG audits.
- Making submission of Management replies to the Audit observation raised by the auditors.
- Ensuring closure of audits within prescribed timeline.
- Any other responsibility assigned by the management.