



Adi Shankara
INSTITUTE OF ENGINEERING AND TECHNOLOGY



NBA
NATIONAL BOARD
OF ACCREDITATION
Accredited Programmes
CE, CSE, ECE, EEE & ME

Vidya Bharathi Nagar, Mattoor Road, Kalady, Ernakulam (Dist.), Kerala - 683574

WANTED

► **RECEPTIONIST (FEMALE):** **Qualifications:** Degree or equivalent, **Age Limit:** 35 years, **Experience:** Minimum 3 years in a reputed firm, Excellent communication and interpersonal skills, Basic computer knowledge, Proficient in English, Hindi & Malayalam.

► **ELECTRICIAN:** **Qualifications:** ITI or Diploma in Electrical Trade with Plus two or degree, **Age Limit:** 40 years, **Experience:** Minimum 4 years in a reputed firm. Preference will be given to candidate with Electrical Licence approved by Electrical Inspectorate

► **ACCOUNTANT:** **Qualifications:** MCOM in Finance & Taxation, Candidates with professional qualification like CA/ACCA/CMA/CA-Inter will be added advantage, **Age Limit:** 40 years, **Experience:** Minimum 4 years in a reputed firm in handling invoices, billing & reconciliation, Proficiency in Tally, MS Office, Excel and other accounting software is a must, Excellent communication and interpersonal skills.

Note: Recommendation in any form leads to disqualification

Apply within 10 days with detailed CV to **info@adishankara.ac.in**
For more details visit our website: **www.adishankara.ac.in**