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CIN: L51909MH2013PLC381314

**Job Title:** BBA Finance Executive  
**Location:** VidyaVihar West, Mumbai, Maharashtra  
**Company:** Valencia Nutrition Ltd.  
**Department:** Finance  
**Employment Type:** Full-time  
**Reports to:** Finance Manager / Senior Finance Executive

#### Job Overview:

The role includes handling financial data, costing, supporting budgeting and forecasting, maintaining accurate financial records, and assisting in financial reporting. This position suits individuals with a foundational understanding of Bookkeeping, Company Accounts, GST, TDS, PT, and Financial Ratios, strong numerical skills, and a keen attention to detail. The BBA Finance Executive will work closely with senior finance personnel and other departments to contribute to the company's overall Accounting Compliance.



**CTC: 4-5 L.P.A.**



**Accommodation  
will be provided for  
outstation students**



**Breakfast, Lunch and  
High tea will be  
provided**



**Creative freedom  
and Enriching hands  
on experience**

#### Key Responsibilities:

- Maintain financial records, invoices, and payments and transaction documentation.
- Manage accounts payable and receivable, monitor timely payments, and resolve discrepancies.
- Assist in budgeting, financial statement preparation, and monthly reconciliations
- Help in audit preparation, tax filing, and generating financial summaries for management.

#### Qualifications:

- Bachelor's degree in Business Administration (BBA) with a specialization in Finance or a related field.
- Proficiency in MS Excel and financial software (e.g., QuickBooks, Tally, or similar ERP systems).
- Basic understanding of accounting principles, financial reporting, and budgeting.

#### Application:

- Submit updated resume, cover letter and portfolio to [maharshi.soni@valencianutrition.com](mailto:maharshi.soni@valencianutrition.com)

