

About us:

Subko is committed to an ideal: to help reimagine, re-design. and re-invent an unlikely origin-the Indian Subcontinent--as a legitimate contributor to the global specialty coffee and craft baking movements. Only raw materials enter Subko's roastery: all of the coffee and bakehouse products are crafted from scratch, in house. From crop to cup, bean to bar, and farm to table. We aim to provide a detailed, high quality coffee and bake experience to all our guests.

Roles & Responsibilities:

1. Coordination with the Banks
2. Bank and ledger Reconciliations
3. import payments
4. Cash flow statements
5. Vendor Payouts
6. Book keeping
7. TDS workings
8. GST working
9. Vendor discussions
10. Vendor agreements drafting
11. 15CA CB
12. Debtors reconciliation and follow up for payments
13. Coordination with all other teams

SUB KO COFFEE PRIVATE LIMITED

Registered Address: 8-2-293/82/A/1239, Jubilee Hills, Hyderabad – 500033 Website: www.subko.coffee

Corporate Address: Unit No. 2 Jak Compound, D K, 1st Cross Ln, Tel No.: +91 90047 00654 Byculla East,

Requirements:

- Full Proficiency In MS Excel.
- Working Experience Of Tally.
- Good Communication & Interpersonal Skills Is Required.
- Qualification- CA or CA fresher mandatory

Perks of joining our team: You will be part of a company which is growing at an exponential rate, started just 3 days before the lockdown in 2020! We were able to grow from a team of 20 to 120+.in a span of 3 years.

We are a bunch of very young and ambitious people who are excited to learn and grow each passing day. One thing we can definitely bet on is that you will love working with us and grow in your career.

Apart from that some benefits include:

- Medclaim
- Travel allowance
- Lunch facilities
- Employee discount available at our outlets
- Provident Fund

You can get in touch with us at :

Email id :- whatsyourspecialty@subko.coffee

Contact Number :- +91 7021 215 787 (Monday-Friday - 11.00 AM to 6.00 PM)

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