

Queen's Convent School (Formerly Queen Mary's School) is inviting applications for **Accounts Assistant** to complement our qualified workforce of educators. The school requires experienced and qualified female candidates with sound academic background and computer knowledge and must have excellent letter writing skills and command of English Language. The candidate will be responsible for preparing and maintaining MIS, working on ERP Software, Payroll, Fees Collection, Tax Matters, Cash Collection etc. and related records.

Education - Bachelor's Degree in Commerce from a recognized university with at least 50% marks in aggregate.

Interested candidates are requested to send your resume alongwith photograph and professional credentials on school e-mail ID : queensconvent@yahoo.com.