

To  
The ICAI Chapter  
Kochi

Dear Sir/Madam,

### **About the Company**

Datamate Info Solutions Limited is an IT company with its registered office in Kochi, providing software solutions to the Healthcare and Hospitality sectors in India and abroad.

### **Current Openings**

#### **1. Accounts Receivable Executive**

##### **Key Responsibilities:**

- Manage Accounts Receivable ledger and invoicing
- Follow up with clients for outstanding payments
- Reconcile customer accounts and resolve discrepancies
- Prepare ageing reports and MIS reports
- Coordinate with internal teams for billing clarifications

##### **Skills Required:**

- Strong knowledge of accounting principles
- Proficiency in MS Excel and accounting software (Tally/ERP preferred)
- Good communication and follow-up skills

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#### **2. Accounts Executive – Dubai Operations**

##### **Key Responsibilities:**

- Handle the complete accounting cycle from data entry to finalisation
- Manage Accounts Receivable, Accounts Payable, and General Ledger

- Ensure compliance with UAE statutory requirements
- Coordinate with auditors and consultants
- Prepare MIS reports and maintain accounting records

**Skills Required:**

- Strong knowledge of accounting principles
- Proficiency in MS Excel and accounting software (Zoho preferred)
- Good analytical and problem-solving skills

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**Eligibility Criteria (For both positions)**

- B. Com / M. Com with minimum 60% marks
- 1-2 years of relevant experience preferred
- Freshers with strong accounting knowledge may also apply

Interested candidates, preferably CA Inter may send their resumes to [accounts@datamateindia.com](mailto:accounts@datamateindia.com)

**Yours faithfully,**



Name: Rachel Varughese  
Designation: Sr Finance Manager  
Company Name: Datamate Info Solutions Limited

13/03/2026  
Kochi.

