

Position: Accounts Executive

Founded by Vibhav Nuwal & Vishal Pandya, the company has grown from 2 members in 2010 to over 160 team members spread across India and internationally. The company started with Renewable Energy Services as its foundational business through trading of Renewable Energy Certificates and quickly expanded to providing technology based solutions for electricity grid and renewable energy management. It achieved a major milestone in establishing Renewable Energy Management Centers across 11 control centers in India. The company has since expanded to providing a host of technology driven solutions to stakeholders across multiple sectors.

Job Profile:

We are seeking an experienced and dedicated Account Executive to join our dynamic team. The ideal candidate will have a strong background in accounting, excellent client service skills, and a keen interest in leveraging technology and modern systems to improve business processes. A passion for innovation and a proactive approach to problem-solving is essential.

- Manage invoicing function, having sound knowledge of e-invoice and e-invoicing portal in accordance with GST regulations like IRN, Acknowledgement number, QR code.
- Should have sound knowledge of tally especially with regards to recording of sales entries as well as issuance of invoices via tally itself.
- Issue and manage credit notes efficiently and accurately.
- Prepare and dispatch invoices, and actively follow up on pending payments.
- Maintain accurate and up-to-date records of invoices.
- Act as a liaison between clients and internal teams to ensure clear and effective communication.
- Handle client queries via phone calls and email in a timely and professional manner.
- Support internal teams with data and insights to facilitate better decision-making.

Expected Skill Set:

- Should have 2 to 3 years experience in General Accounting with main focus on invoicing.
- Educational Qualification: Bcom, BBA, MBA.
- Good communication skills.
- Proficiency in MS Excel with hands on knowledge of Excel functions like Vlookup, sumifs, Pivot tables etc..

Experience: 2-3 Years

Location: Bangalore