

## Commercial Executive

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Company: Monalisa Group of Services

Location: hyderabad

Category: other-general

Commercial Executive - Walk-in-Drive@ Hyderabad - Telangana

Walk-In-Interviews@ Hyderabad, Telangana

Gilbarco Veeder Root India Pvt Ltd. (Venue)

5-10-136/268/4P/2/NR, 1st & 2nd Floor,

Above Andhra Bank, A.P.H.B. Colony, Moula Ali,

Post-Hyderabad, Telangana – 500 040.

Timings - 10.00 am to 06.30 pm

Dates – 16th to 18th of April 2024 (Tuesday to Thursday)

Mandatory Registration is required before the scheduled date on the Email ID

Executivehr@monalisammlp.com , without registration candidature will not be considered .

We have an urgent opening for the position of Commercial Executive at one of our reputed clients M/s. Gilbarco Veeder Root (I) Pvt. Ltd. & ORPAK Systems India Pvt. Ltd. on our company payroll M/s. Monalisa Manpower Management LLP.

Company Name:- Monalisa Manpower Management LLP

Client Name:- Gilbarco Veeder Root India Pvt. Ltd. & Orpak System India Pvt. Ltd.

Client/Deputed Company Website:- <https://www.gilbarco.in/> & <https://www.orpak.com/>

Job Location & Position Details are as follows :

Commercial Executive – Hyderabad, Telangana

Department: Fuel Dispensing Unit & Retail Outlet Automation Services

Location: Hyderabad, Telangana

Reporting to: State Head

Positions:- 01

Rolls:- Off-roll /TPC.

Please apply those who reside near the vacant location.

Educational Qualification: - Any Degree

Salary Range: - Salary In between 15k-35k CTC or depends upon interview evaluation.

Experience:- Experience More than 02-03 Years minimum

Job Nature:- Full Time / Work on Field.

Language:- English, Hindi, Local Language (Mandatory).

Driving License is Mandatory.

Key Responsibilities –

Should have a clear understanding of all the current AMC POs & accordingly should prepare billing summaries.

Need to have regular follow-ups with the FSEs & collect the Service Reports on a weekly basis

Should check & reconcile the Report copies (AMC, BD, Upgrade & Chargeable) with the active POs once collecting the report copies.

Need to send the Billing data to the HQ Billing Team to generate Invoices once all the Reports are collected & matched with the billing details.

After getting the bills, need to hand over the report copies along with the bills to the Collection/Account Receivable Team.

Should follow up for the PO copies / Callups with the ASM & AR Executive before sending the billing details.

Need to ensure the correctness of each invoice against the billing data sent to them.

Also need to check that the Billing Team has not missed raising any bills.

Should provide all the billing MIS to the management as per the requirement

Checking service reports in IFS ERP about their spare's entry, Retail Outlet name, and Oil Co. mentioned by Service Centre In-charge

Entering job in IFS ERP so that status can be received to all concerns.

Maintaining a master copy of invoices which has been raised.

Preparing sales registered State wise and forwarding to respective Accounts Executive on a monthly basis

Any other job assigned by the Commercial In charge.

Specific Skills -

Excellent communication skills in applicable local language.

Basic knowledge of English

Computer literacy

Domain:

Fuel dispenser; Automatic Tank Gauging; Forecourt controller; Automation; Electronic Payment; Point of Sale; Back Office; software and hardware components

THE PERSON SHOULD BE WILLING TO JOIN IN 07-10 DAYS OR IMMEDIATELY JOIN.

Request for interested candidates; Please share your updated resume with us below Email-ID

executivehr@monalisammlp.com , also candidates can reach us on 9029895581 .

Current /Last Net in Hand -

Salary will be offered based on the interview /Technical evaluation process--

Notice Period & LWD was/will be -

Reason for Job Change -

Total Years of Experience in Specific Field -

Driving License - Mandatory - Please Confirm with YES or No.

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