

Job Description:

Job Responsibilities: Data Entry Operator-Backend

Your responsibilities as the data entry Executive will include:

- Review, fact-check and process invoices for payout
- Index invoices and file them in the appropriate places
- Identify unpaid invoices and notify the appropriate parties
- Disperse and monitor petty cash resources
- Evaluate and process expense reports from employees and executives
- Prepare checks for disbursement
- Maintain accurate and thorough vendor records
- Evaluate and approve POs
- Establish positive rapport with employees and vendors
- Fill in on AR side when needed

Salary:

Rs.12000-15000 PM

Location- Gurgaon, SPAZE, IT PARK, Sohna Road.

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