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| <b>Position Vacant</b>             | <b>Accounts Assistant</b>  |
| Organization Name                  | Bearing Traders India Pvt Ltd  |
| Company Profile                    | <ul style="list-style-type: none"> <li>• BT is a well-established Company in industrial bearing's trading market.</li> <li>• Company is one the largest Authorized Distributors &amp; Importers of NTN, JAF &amp; EZO bearings in India.</li> <li>• We have Offices in Delhi, Mumbai, Ahmadabad and Coimbatore.</li> </ul> <p>The company is building a family wherein all members work towards a better future not only for the company, but for themselves. By joining the community, you are joining the family and growing your experience, knowledge, and exposure by learning about the backbone of all industries of the country. BT looks forward to providing a nurturing environment for its members</p> |
| Qualification                      | <ul style="list-style-type: none"> <li>• Commerce Graduate, Post graduate</li> <li>• Computer professional</li> <li>• Knowledge of tally, in-depth Microsoft Excel</li> <li>• Google Sheets, VLOOKUPS, Pivot Tables, etc.</li> </ul>   |
| Job Description / Responsibilities | <ul style="list-style-type: none"> <li>• Payments follow ups.</li> <li>• C- Form follow ups etc.</li> <li>• Documentation</li> <li>• Assistance to Accounts Manager</li> <li>• Tele calling and client account management</li> </ul>   |
| Desired profile of the candidate   | <ul style="list-style-type: none"> <li>• Patience and Positive Attitude</li> <li>• Self- motivated and disciplined</li> <li>• Able to work with flexible schedules</li> <li>• Time management ability</li> <li>• Good writing skills</li> <li>• Strong adaptability</li> <li>• Result Oriented</li> </ul>  |
| Min. Exp.                          | 2-3 Years  |
| No. Of Job Openings                | 1 in Delhi, 2 in Mumbai  |
| Compensation range                 | Rs. 25,000 – Rs. 30,000/-  |
| Location of postings               | Delhi, Mumbai  |
| Candidate's working Location       | Ajmeri Gate in Delhi (10:00 am to 7:00 pm)<br>Nagdevi Street in Mumbai (10:30 am to 7:00 pm)<br>Lokhandwala in Mumbai (10:00 am to 6:00 pm)  |
| Contact Information                | <b>PARUL JAIN</b><br><b>9871712112</b>   |
| Interview Procedure                | <ul style="list-style-type: none"> <li>• Interview process is generally in two rounds.</li> <li>• Need all credentials and ID proof and Residence proof at the time of joining</li> <li>• Keep one original certificate (10<sup>th</sup> or 12<sup>th</sup> Mark sheet) as security with us</li> </ul>   |