

About PEPL

We are India's Leading Energy Company, Clean and safe energy, the solar energy

Solar Energy – Today's resource for a brighter tomorrow!

Account Executive

We are looking to hire for a passionate Account Executive to join our growing solar installation company.

About the Role

We are looking for a dynamic, high-performing Account Rep with experience selling technology and/or other services over the phone, by email, and via web-based presentations. You will be responsible for managing a client book and proactively reaching out to ensure client satisfaction/retention while continuously hunting and closing new business. The ideal candidate has a history of bringing on new business and hitting sales quotas, and loves the challenges that come with outbound prospecting in a competitive market.

What You'll Do

- Handling day to day accounting entries including Bank, Purchase, Sales and JV.
- Maintain all records like Vouchers, Receipts, Bills and Payments.
- Prepare Daily, Weekly and Monthly Bank Reconciliation.
- Monitor Payments and Collections.
- Understand, Accounts and prepare monthly GST working (GSTR1, 3B, Reconciliations).
- Monthly Reconciliation of Sundry Debtors and Creditors with party Ledger.
- Maintain Petty cash.
- Maintain live Inventory / Stock.
- Send Quotation and Purchase Order as per Requirement.
- Banking works like cheques issue, Cash deposit, NEFT and RTGS.
- Check Employee travel bills and other claim forms.
- Maintain Fixed Assets Register.
- Experience in Tally Erp.

Nice to Haves

- Graduate in B.COM.
- Excellent command on tally.
- Excellent interpersonal skills.
- Professional appearance and a friendly disposition.

Location: Indore.

Kindly share your resume on Shraddha.r@pickrenew.com