

7/12/2022

PLACEMENT NOTICE

**(GRADUATES, POST GRADUATES AND EX-STUDENTS OF
ALL PROGRAMMES)**

Placement Beyond a consultancy firm is urgently looking for below vacancies to be **based** at **Mumbai** for a growing **Pharma Company**.

Accounts Executive / Fresher : 2 positions

- Should have experience on Tally ERP, bank reconciliation or will be Trained.
- Work Order Based Vendors, Party Purchase Bills Processing.
- Non W/O Based Vendor Bills, processing and payment with Proper Cost Center and TDS Deduction.
- Preparation of Sales Invoice, Debit / Credit Notes & journal Vouchers.
- Making payments of creditors, & doing RTGS.

HR Executive / Fresher : 4 Positions (Priority)

- The candidate should know on **H.R. Recruitment** procedures or will be Trained.
- Should be good in **Excel / MS Office**.
- The candidate should have **good English oral & written communication**.
- The candidate should have experience in end to end recruitment, Onboarding & Induction, Employee life cycle, Exit Formalities.
- Follow up on interview schedules to ensure the candidate attends the interview on time.

Client Relationship Manager : 2 Positions (Priority)

Candidates should be very good in communication.

- Build relationships with key customers to develop business.
- Create plans to address clients' business needs and meet them at the office.
- Schedule regular meetings with customers to procure orders.
- Act as point of contact for complaints and escalate issues as appropriate
- Help the HR Team as follow up to fill up vacancies.

Qualification: Any Graduate / Freshers (Male / Female)

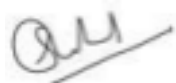
CTC: 15 to 20k in hand

Experience: Fresher or one year experience.

If interested, please contact us on **Ph: 9930980186 / 9137758657** and send your updated resume on email & also can whatsapp at 9930980186 :

placementandbeyond@gmail.com

If not interested, please recommend your Friends / Colleagues.



I/C Principal