

Job Description- Back office executive

Experience- Min 1 Year

Qualification- Graduate

Location: - Noida sector - 9

Back office Executive

- Exchange files processing in Back office software shilpi and client reporting
- Daily/Weekly/Monthly compliance report preparation and checking.
- Daily Reconciliation of client & Settlement Bank accounts.
- Update client Receipt/Payment entries in BO.
- Day to day clientele services
- Monthly GST invoicing to clients.
- Involvement in Quarterly Settlement of client accounts.
- Daily Payin Payout Verification & Prepare Banking Entries for Payin Payout, DP Charges, T Bill & Custodian.

Skills-

- Excel and Word MS office Knowledge
- Good Communication
- Well verse knowledge of Shilpi Software