

## **“Great Vision Without Great People Is Irrelevant”**

Position: Accounts Executive  
Experience: 1 year or more Job  
Location: Goa/Kochi

### **Our Company Vision**

Our Company Vision is to nurture the best resources and to be globally recognised as an exclusive brand of choice for both Internal and External Stakeholders. We facilitate innovative holistic services with Respect and Virtue.

### **Introduction: Source It Out**

Source IT Out (SIO) is a fast-growing technology-based Global Outsourcing Company with a large base of international clients. The Company is headquartered in the capital city of Goa in Panaji, having a branch office in Kochi. We offer a vast range of services from highly technical expertise to essential services like finance, operations, marketing & customer support solutions. Source It Out is a Knowledge Process Outsourcing Company (KPO) helping SME's increase their profit margins by outsourcing knowledge-based tasks and objectives. There are many benefits in working with SIO apart from our U.K clientele.

We are thrilled and excited to offer this opportunity to the best candidate and place heavy emphasis on recruiting the right candidate for the job role. SIO is ONLY looking for highly driven candidates who wish to be challenged and be recognised for their ability.

If you are the kind of individual with unrecognised talent and hunger who will be willing to learn and push the envelope, SIO is the right Company for you. If you wish to challenge, grow, develop and truly be a part of an incredible journey, then please come and meet us, say hello and see how we can work together.

### **Duties and Responsibilities:**

- Respond to complaints and resolve issues to the customer's satisfaction and to maintain the company's reputation.
- Credit control – following up with any bad debtors.
- Conducting audits on customer and supplier invoices.
- Preparing outstanding dues report.
- Verifying payments, processing refunds.
- Verifying customer invoices.
- Generating invoice/ correcting invoices.
- Assist sales team in collecting payments from customers.
- Prepare financial reports and statements for the management.
- Should be able to prepare Reconciliations i.e bank statements / sales report reconciliation.

### **Education:**

- Bachelor's in commerce or an equivalent combination of education and experience.
- Candidate should have knowledge of excel.
- Candidate must have good communication skill.
- Candidates having knowledge of SAGE and TALLY will be preferred

## **BENEFITS**

- ✓ Exposure to working with various clients and different industries
- ✓ Vibrant co-working area, with weekend employee engagement activities.
- ✓ Common Lounge within house tea/coffee vending machine.
- ✓ Entitle to Indian and U.K holidays

Working Days-Monday to Friday Saturday and Sunday-weekly

off Job Timings- 1.30 to 10.30 pm (U.K Shift)

SIO