

**Position Title: Account Manager**

**Department: Finance**

**Location: Delhi-NCR**

**Reports To: Gernal Manager**

**Job Functions and Responsibility:**

1. **Generate sales among client accounts, including upsetting and cross-selling.**
2. **Operates as the point of contact for assigned customers**
3. **Develops and maintains long-term relationships with accounts.**
4. **Make sure clients receive requested products and services in a timely fashion.**
5. **Communicates client needs and demands to Employer Company.**
6. **Forecast and tracks client account metrics**
7. **Coordinate with staff members working on the same account to ensure consistent service.**
8. **Keeps records of client Transactions**

**Key competencies required:**

1. PGDM/MBA preferred in Finance.
2. Minimum 3 years to 5 years of relevant experience.
3. Strong Communication and Strategic & Critical thinking.
4. Knowledge of HSN Code and GST.
5. Experience in busy software mandatory.
6. Working knowledge of MS-Office.