

Job Description (JD)

Company Name	Markolines Group	Location	Navi Mumbai
Name of Employee		Employee Code	
Designation	Executive - Commercial	Date of Joining	
Department	BMU	Immediate Reporting	Manager
Functional Reporting	Head - O&M	Remarks (if any)	

Job Description

Commercial Executive – BMU would be reporting to AGM – BMU. He will Prepare & Monitor all activities related to our Billing, Payments, Outstanding & Reconciliation.

1. He will Ensure sales are recorded and monitored in line with agreed processes. Project billing are raised and submitted within the timeline.
2. Responsible to get the billing certification in coordination with Project Manager & Client.
3. To ensure that Project Sales and Payments are reconciled on regular basis. He will coordinate with RO & Client to get it reconciled.
4. Preparation and submission of reports related to Billing, Payment & outstanding as per management instruction.
5. Preparation of Client wise outstanding aging report.
6. Monitoring of Penalty & deduction in our bill and Preparation of the report, respectively.
7. To ensure that recoveries are done properly against Penalty and deductions. All details of Penalty & deductions are collected from respective site and reported to BMU.
8. Coordinate with Executive – BMU to validate P&L Statement for data accuracy.
9. Tracking of site wise imprest account to monitor the expenses trends. Responsible for reporting of discrepancies immediately.
10. To keep record of Vendor work order, Billing & Payments.