



عافیت سے جیتے رہو!



## E-Commerce Executive

### RESPONSIBILITIES:

- Maintain meticulous financial records for all e-commerce accounts.
- Reconcile weekly e-commerce sales with the finance department, ensuring accuracy in reporting overall sales and receipts.
- Handle the record-keeping of all e-commerce returns, coordinating with the warehouse and logistics teams, including platforms like Trax, Daraz, and Foodpanda.
- Efficiently manage the reconciliation of invoices and payments received from key e-commerce accounts.
- Collaborate directly with the finance department for timely payment receipts & reconciliation of accounts.
- Monitor and reconcile payments from logistic partners, maintaining a thorough check and balance system.

### REQUIREMENTS:

- Bachelor's degree in Finance, Accounting, or a related field.
- 1-2 years of experience in a similar role within the e-commerce or finance industry.
- Strong analytical skills and attention to detail for accurate financial record-keeping.

Interested applicants can send their CVs to [careers@hamdard.com.pk](mailto:careers@hamdard.com.pk) mentioning position in subject Line.