

## Job Description

### Intern – Sales Support (Delhi)

#### Key Responsibilities

- Daily updating of Invoices, Collections, Delivery Challans, Stock, etc.
- Following-up on outstanding payments via email
- Reporting (sales, stock, outstanding, etc.) and Data Analysis
- Creating and updating customer profiles and details
- Order management and dispatching

#### Skills

- Highly self-motivated
- Good written & verbal communication – English & Hindi
- Advanced user of MS Excel / Google Sheets and MS Word / Google Docs
- Excellent attention to detail

#### Education

- Graduate

#### Location

- New Delhi