

Bright 4 Wheel is an authorized Maruti car dealership located in Lucknow, Uttar Pradesh. The dealership is equipped with avant-garde services, advanced diagnostic equipments and highly accomplished workforce. Bright 4 Wheel assists in buying new car and certified used car. The well-trained and passionate workforce addresses your concerns apace. The team is accomplished with the services and provides efficient solutions for your Maruti cars based on your requirements.

Our Sales Outlets are located at many places across Lucknow (Vikas Nagar & Hazratganj), Barabanki (Safedabad, Ramnagar, Safdarganj & Fatehpur), Jagdishpur & Mohanlalganj for ease of your approach.

Our service centres are located at many places across Lucknow (Vikas Nagar, Chattameel & Hazratganj), Barabanki (Safedabad), Jagdishpur & Mohanlalganj so that you can approach your nearby service station easily without any hassle.

**Qualification:-**

- Fresher and above automobile experience required.
- Exceptional communication and interpersonal skills
- Strong leadership and managerial skills.
- Proficiency with Microsoft Office, Wing, Tally Erp 9, Typing Skill
- Ability to communicate with clarity, both verbally and in writing to others.

**Job Responsibilities:-**

- Collect and handle data in system.
- Carry out fundamental administrative tasks, such as printing, emailing and obtaining office supplies.
- Process business invoices, bills and receipts.
- Calculate and send invoices to clients.
- Perform credit checks on new clients and partners.
- Match invoices to purchase & Sales orders.
- Calculate and enter expenditures.
- Reconcile bank statements with the general ledger.
- Prepare and fast-check invoices before sending them to customers.
- Maintain and update general ledger and sales journal.

**Speak with the Employer: - 9076603322**