

WORK VAPOR

Job Link: <https://workvapor.in/jobs/billing-executive-accounts-support-pharmacy-billing-patiala/>

HIRING ORGANIZATION

Anand Dawakhana

EMPLOYMENT TYPE

Full-time

JOB LOCATION

Patiala, India

BILLING EXECUTIVE – ACCOUNTS SUPPORT, PHARMACY BILLING, PATIALA

BASE SALARY

INR 10000 - INR 20000

DESCRIPTION

Billing Executive – Accounts Support, Pharmacy Billing

Anand Dawakhana

Patiala

Work Mode: In-person

Salary: ₹10,000 to ₹20,000 per month

Contact Number: 9872932100

Job Overview

This role is for billing and basic accounts work in a pharmacy setup. Work is simple but needs focus on billing entries, customer handling, and basic accounting records. Minimum 1 year experience is required.

Main Responsibilities

- Prepare billing for medicines and customer purchases
- Maintain daily sales and payment records
- Handle cash and basic account entries
- Support in accounts receivable work
- Coordinate for billing related corrections

Customer Handling Work

- Talk to customers for billing related questions
- Maintain good communication with staff and patients
- Help in smooth counter operations
- Resolve small billing issues in simple way

Basic Requirements

- 1 year experience in billing or accounts work
- Basic knowledge of accounting software
- Good communication skills
- Basic understanding of accounts receivable work

Work Conditions

- Immediate joining required
- Full-time in-person work
- Simple office and billing desk work

Apply Details

Interested candidates can contact directly for joining or more details.

Contact Number: 9872932100