



## Customer Service (French Analyst)

**Company Profile:** Its for an International Oil and Gas Company.

**Location : Bangalore**

### **Responsibility:**

- Process non inventory sales adjustments and perform other billing functions. This includes buyback billing, credit/debit memo, and credit/rebills for an adjusted invoice document or credit/debit note or service billings
- Use and monitor different modes of delivery (e.g. print, fax, electronic methods) to ensure that customers receive invoices
- Process all customer billing requirements
- Ensure invoices are successfully generated and posted to customer accounts on a daily basis
- Monitor the billing process and resolve programming errors, missing output and batch errors
- Process invoices related to Marketing/Sales programs
- Develop root cause analysis to facilitate corrective actions and reduce number of rebills
- **French language skills are required (B1 level is must)**
- **One to three years of relevant work experience will be an advantage**
- Advanced knowledge and competency in **Microsoft Excel and Microsoft Access** are essential
- Possess **good problem solving and analytical skills**
- Possess **good communication skills**

### **Required Profile:**

- **Education :** A degree from a recognized university, **scoring GPA 6 and above**
- **Experience: 0-3 years,** Candidates with no prior working experience are welcome to apply
- **Language : French (B1 level) and English**

**Please send your CV to [tanaya.rane@ifcci.org.in](mailto:tanaya.rane@ifcci.org.in)**

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