



★ WE ARE HIRING ★

Accounts & Operations Executive

Lead Financial Bookkeeping, Order Audits & FonzKart Admin Panel Operations

JOB TYPE

Full-Time | On-Site

LOCATION

Bangalore HQ

EXPERIENCE

1 – 3 Years

REMUNERATION

Competitive + Bonus

KEY RESPONSIBILITIES

What You Will Do

- ✓ **FonzKart Admin Panel:** Verify completed pickup orders, validate device grades, and approve instant customer payouts.
- ✓ **Daily Cash & UPI Reconciliation:** Reconcile field cash collections and IMPS/UPI handovers from Field Executives (Riders) against system logs.
- ✓ **Bookkeeping & Ledgers:** Maintain daybooks, accounts payable, accounts receivable, and banking records in Tally Prime & Excel.
- ✓ **Invoicing & Billing:** Generate GST-compliant invoices for corporate bulk gadget purchases and scrap recycling settlements.
- ✓ **Office Administration:** Manage petty cash, utility expenses, courier logistics payments, and maintain documentation.
- ✓ **Compliance & Reporting:** Coordinate with Chartered Accountants for monthly GST, TDS computations, and P&L reports.

CANDIDATE PROFILE

What We Are Looking For

- ✓ **Educational Background:** Degree in Commerce / Accounting (B.Com, M.Com, BBA Finance or equivalent).
- ✓ **Work Experience:** 1 to 3 years of hands-on experience in accounting, cash handling, and reconciliation.
- ✓ **Software Proficiency:** Solid working knowledge of **Tally Prime / ERP 9** and **MS Excel** (VLOOKUP, Pivot Tables, SUMIFS).
- ✓ **Tech-Savviness:** Comfort navigating modern web SaaS admin portals and digital transaction records.
- ✓ **Integrity & Accuracy:** High numerical accuracy, trustworthiness, and prompt coordination with operations teams.
- ✓ **Work Timings:** Monday to Saturday | 9:30 AM – 6:30 PM (Immediate Joiners Preferred).

Join the Circular Tech & Re-Commerce Revolution

Work directly with founders and leadership team in a fast-paced, technology-driven environment with clear growth paths.

Immediate Joining



OFFICIAL RECRUITMENT DESK & WHATSAPP:

+91 90603 36060

DIRECT CALL & CHAT

Email CV: careers@fonzkart.in



Recruitment Desk: +91 90603 36060

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SCAN TO APPLY



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