



Dear All,

We are hiring for an **Accounts & Dispatch Executive** role at **Ementor Enterprises Private Limited**, a reputed manufacturing company specializing in industrial valves. Learn more about the company at www.ementorglobal.com.

This opportunity is ideal for candidates with 2+ years of experience in accounting, inventory, and dispatch operations, especially those with a strong command of Tally and GST processes.

Role: Accounts & Dispatch Executive

Department: Accounts

Vacancy: 1 Position

Job Location: Kallakal Factory, Medak

CTC: ₹18,000 – ₹25,000 per month (based on experience)

Eligibility:

- Minimum 2 years of experience in accounting and dispatch roles
- Proficient in **Tally, GST filings**, and **inventory management**
- Familiar with preparing **E-way bills, LR receipts**, and handling logistics
- Strong knowledge of bookkeeping, invoicing, and compliance processes

Job Description:

We are looking for a detail-oriented and reliable Accounts & Dispatch Executive to manage day-to-day financial operations and dispatch logistics. The ideal candidate will ensure accurate documentation, timely dispatches, and adherence to compliance standards.

Responsibilities:

- Maintain accounting records and handle invoicing using Tally
- Generate GST reports and manage timely filings
- Prepare and process E-way bills and LR receipts
- Coordinate dispatch activities and maintain inventory control
- Liaise with internal departments to streamline dispatch and finance processes