



## **Company Overview**

Zivame was founded in 2011 with the vision to facilitate women to shop uninhibitedly for intimate wear and to make lingerie shopping comfortable. Zivame is now the No. 1 online lingerie company in India with 30 + retail stores and presence in 800 + partner stores across India. Our Mission is to be the destination for every woman's intimate needs. We believe that every woman is unique, and we want to deliver a platform that allows her to browse, discover and shop what is right for her.

All the products at Zivame stem from the desire to design something that is a blend of quality and comfort. Zivame offers trendy lingerie, activewear, sleepwear, and shapewear in over 3000 + exclusive designs and 100 + sizes catering to women across all body types.

**Team:** Finance

**Position:** Sr. Executive – Finance

## **About the Role:**

You are completely responsible for the Zivame's financial and collection management with respect to sales done on our e-commerce website, marketplace partners. The role will include the following responsibilities

### **1. Customer Management**

- This role will be responsible for maintaining books and records with respect to sales on marketplace and ensure the collections are done as per agreed TAT.
- Refund management with NEFT & payment gateways
- Managing communications related to all payment gateways
- Review of inventory status and consignment report
- Entries for SOR inventory on a weekly basis
- Handling charge back and risk alert

### **2. Management of payment gateway**

- This person will be responsible for daily Reconciliation of all payment gateways transactions with respect to daily sales and ensure no revenue leakages.

### **3. Return Management**

- Ensuring all returns from marketplace are received on time and necessary debit notes are raised
- Escalation handling with respect to all refunds related issues and ageing compliance



#### **4. COD Reconciliation**

- Daily COD reconciliation

#### **5. Reports**

- Preparation of MIS Reports with respect to monthly sales and collections.
- Preparation of Purchase & Sales Reports
- Payment Gateways reports

### **Desired Skills and Experience**

**Education:** Graduate

#### **Experience:**

- Minimum 4-5 years in finance / accounts
- Exposure to Ecommerce / Retail Sector will be preferred.
- Fluent in English/Hindi and very strong communication skills
- Ability to use Excel and computer applications
- Entrepreneurial at heart and likes to take ownership
- Excellent analytical skills, motivated, hardworking and self-driven leader
- Extremely detail oriented

**Location:** Bangalore

#### **Our Promise to you:**

- We will value self-awareness, intellectual honesty, judgment, empathy and positive energy over years of experience
- We are willing to roll up our sleeves and get our hands dirty
- We aren't afraid to try new things in the name of supporting workplace happiness
- We are always excited to hear from you