**RVAI Global**

**About RVAI – RVAI will enable organizations to leverage the changing face of the technology industry offering unique and bespoke consulting solutions across digital applications and AI. As organizations evolve themselves into being AI ready or develop AI first business applications RVAI will be at the center of this transformation.**

**Job Title:** Finance and Administration Executive

**Location:** Mumbai

**About the Role:** Are you the go-to person for all things finance and admin? We’re looking for someone with 2–4 years of experience to join our team and keep our operations running like a well-oiled machine. If you enjoy managing numbers, negotiating like a pro, and ensuring every detail aligns with compliance, we’d love to meet you!

**Key Responsibilities:**

1. **Finance Operations:**
   * Handle end-to-end invoicing and ensure timely payments and collections.
   * Manage accounts payables efficiently and maintain financial accuracy.
   * Knowledge of GST and TDS filing will be a plus
2. **Administrative Wizardry:**
   * Maintain all documentation related to finance, compliance, and operations.
   * Support day-to-day administrative processes to keep things organized and on track.
3. **Vendor Relations:**
   * Negotiate with vendors to get the best deals and ensure smooth engagement.
   * Manage vendor contracts, relationships, and ensure timely payments.
4. **Compliance Alignment:**
   * Ensure strict adherence to taxation regulations and compliance policies.
   * Stay updated on changes in laws and manage the necessary adjustments.
5. **Process Support:**
   * Collaborate with cross-functional teams to streamline operations.
   * Assist in improving workflows for enhanced efficiency.

**What We’re Looking For:**

* 2–4 years of experience in finance and administration or related fields.
* Proficiency in financial tools and software (e.g., Tally, QuickBooks, MS Excel).
* Strong negotiation and communication skills.
* A detail-oriented, organized approach to work.
* Solid understanding of compliance, taxation, and vendor management.
* Problem-solver with a can-do attitude and willingness to adapt.

**Why Join Us:**

* Be part of a dynamic team that values your contribution.
* Enjoy opportunities for growth, learning, and making a real impact.
* Work in an environment where your organizational superpowers are truly appreciated!

Ready to bring your A-game to finance and admin? **Apply now!**