* Processing all types of Electricity Bills in SAP and ensuring timely payment of the same.
* Processing of Fuel bills in SAP
* Processing of Employee Imprest Bills in SAP
* Checking and Processing of all kinds of O&M and Admin related bills in SAP
* Processing of Power and Fuel invoices of telecom infrastructure companies in SAP.
* Preparing various kinds of MIS related to Electricity, Rent, Fuel etc.
* Preparation of Monthly Provision related to O&M Expenses, Power & Fuel and Rent related expense of Sharing sites.
* Processing of other various expenses related to office rent, electricity, HVAC, CAM etc in SAP.