

# Commercial Executive Or Officer

**Aliases:** Finance and Accounts Manager or Automotive Finance Manager

**Industry/Sector(s):** Automotive

## JOB DESCRIPTION <sup>1</sup>

The tasks a Commercial Executive or Officer is expected to perform include:

- Facilitating the commercial operations at various OEM offices in the assigned areas
- Facilitating audits through external and internal agents
- Helping in liaising with various financial banks or NBFCs for funding related issues

## WORK ENVIRONMENT <sup>4, 5, 1, 2</sup>

- It is not a desk job
- May need to handle a team of Assistants and Personnel
- Travelling is a part of this job role
- Part-time work and contractual jobs may be available
- Work from home option is not available

### Working hours

- Organizations usually work for 5/6 days a week for 8/9 hours everyday. This may vary from organization to organization
- Shift system may be available
- Overtime may be required
- Being self-employed is also an option. In this case, the working hours and days will be flexible

### Is the job suitable for a candidate with special needs?

*This may vary from organization to organization*

## EDUCATIONAL QUALIFICATIONS AND TRAINING <sup>1</sup>

- Preferably, graduate degree or diploma in any discipline
- Certified training for Commercial Executive or Officer (programme aligned to ASC/Q 0203 released by Automotive Skills Development Council)

## KEY COMPETENCIES <sup>1</sup>

- Ability to manage commercial operations at the OEM offices
- Efficient in planning and organizing work to meet expected outcomes
- Proficiency in establishing links with other agencies or financiers including the government to ensure proper payment cycle
- Knowledge of financial management to ensure continuous sales support
- Proficiency in budgeting activities for sales related functions
- Efficient in forecasting trends related to primary sales across various accounts for different OEM product portfolios
- Ability to maintain a healthy, safe and secure working environment
- Knowledge of the latest technological advancements

## DESIRABLE COMPETENCIES <sup>1</sup>

- On-the-job training is optional for ASDC Commercial Executive/ Officer Level 5 certificate or Post graduate degree/diploma holder in Business Administration
- Ability to work independently
- Hardworking and persistent
- Strong communication skills
- Organizational skills

## AVAILABLE SKILL TRAINING AND LEARNING INSTITUTES

- Institute of Management Studies  
<http://www.imsroorkee.com/>
- Sairam Institute of Management Studies (SIMS)  
<http://sims.sairam.edu.in/>
- Kirloskar Institute of Advanced Management Studies  
<http://www.kiams.ac.in/>
- Balaji Institute of Telecom and Management (BITM)  
<http://bitmpune.com/>
- Institute of Finance and International Management  
<http://www.ifimbschool.com/>

## AVAILABLE SKILL TRAINING SCHEMES/SCHOLARSHIPS

For scholarship and schemes, use further links like:

•<https://scholarships.gov.in/>

## SAMPLE OF TRAINING AND LEARNING COURSES

[http://www.ugc.ac.in/ugc\\_notices.aspx?id=1077](http://www.ugc.ac.in/ugc_notices.aspx?id=1077)

## CAREER PROGRESSION PATH<sup>3</sup>

**Commercial Executive or Officer** → Commercial Operations Supervisor or Manager → Commercial Operations In-Charge → Progression to other jobs

*The progression is indicative*

## EXPECTED EARNINGS<sup>4</sup>

•For candidates with 2 - 3 years of experience - Rs 8,000 to Rs 14,000 per month

*These figures are indicative and subject to change*

## REQUIRED WORK EXPERIENCE<sup>1</sup>

Generally, 2 - 4 years of experience is required in handling finance and accounts of any organization

## PROBABLE EMPLOYERS<sup>4, 5</sup>

- Self-employed
- Automotive dealerships
- Company-owned dealerships
- Car manufacturing companies

## KEYWORDS

- Sales Executive
- Sales Co-ordinator

## OCCUPATIONAL CODES AND STANDARDS

Standard	Code	Description
NCO 2015	5249.0202	Commercial Executive Or Officer
ISCO 2008	5249	Sales Workers Not Elsewhere Classified
NIC 2008	45300, 45401	Sale of motor vehicle parts and accessories, Wholesale or retail sale of new motorcycles, mopeds, scooters and three wheelers
QP Reference	ASC/ Q0203	Commercial Executive/ Officer
NSQF	5	Not Available

## REFERENCES

1	<a href="http://www.nsdcindia.org/sites/default/files/files/Commercial-Executive.pdf">www.nsdcindia.org/sites/default/files/files/Commercial-Executive.pdf</a>
2	<a href="http://www.ccdisabilities.nic.in/page.php?s=reg&amp;t=def&amp;p=list_jobsNew">http://www.ccdisabilities.nic.in/page.php?s=reg&amp;t=def&amp;p=list_jobsNew</a>
3	<a href="http://www.dget.nic.in/upload/uploadfiles/files/publication/Des-Div-5.pdf">http://www.dget.nic.in/upload/uploadfiles/files/publication/Des-Div-5.pdf</a>
4	<a href="http://www.wisdomjobs.com/job-listings-commercial-executive-lucknow-2-to-3-years-3915575?utm_source=Indeed&amp;utm_medium=organic&amp;utm_campaign=Indeed">http://www.wisdomjobs.com/job-listings-commercial-executive-lucknow-2-to-3-years-3915575?utm_source=Indeed&amp;utm_medium=organic&amp;utm_campaign=Indeed</a>
5	<a href="http://www.shine.com/jobs/debtors-managercommercial-manager/palred-online-technologies-pvt-ltd/5361645">http://www.shine.com/jobs/debtors-managercommercial-manager/palred-online-technologies-pvt-ltd/5361645</a>