



<b>Company Name:</b> Indian Energy Exchange Limited
<b>Company website:</b> <a href="http://www.iexindia.com">www.iexindia.com</a>
<b>Position Title:</b> Executive-Membership
<b>Position reports to :</b> AVP
<b>Age :</b> 24 to 28 years
<b>Qualification:</b> <ul style="list-style-type: none"><li>• BBA or B Com. or BCA</li></ul>
<b>Experience :</b> <ul style="list-style-type: none"><li>• 1 to 1 ½ years of relevant experience.</li></ul>
<b>Background:</b> <ul style="list-style-type: none"><li>• Checking of documents furnished by members and clients, as per the approved check list</li><li>• Maintenance and updation of Member's and Client's Database</li><li>• Maintenance and updation of Member's and Client's Fees</li><li>• Coordination and follow-up with other departments</li><li>• Knowledge of a CRM Software will be preferred</li></ul>
<b>CTC:</b> As per industry Benchmark
<b>Mail resume to:</b> <a href="mailto:brijesh.narang@iexindia.com">brijesh.narang@iexindia.com</a>
<b>Please mention "Executive-Membership" in the subject line of the email</b>

**Indian Energy Exchange Limited, 100A/1, Ground Floor, Capital Court,  
Olof Palme Marg, Munirka, New Delhi - 110 067**