

## Business Operations Executive

### About the CADFEM Group

Founded in 2007, CADFEM India Pvt. Ltd. is one of the pioneers of numerical simulation based on the Finite Element Method (FEM) and is a part of CADFEM International - one of the largest European suppliers of Computer-Aided Engineering (CAE), with Global Headquarters in Germany and Local Headquarters in Hyderabad.

Since 1985, CADFEM has continuously supported the practical use of advanced technology in business and science. Our name has always stood for a close partnership with Ansys: CADFEM sells the entire Ansys simulation portfolio for structural mechanics, fluid mechanics, electro mechanics and magnetics, electronics and embedded software covering every industry and application.

With 35+ years of experience, as software alone does not guarantee simulation success, our customers receive everything they need to fully exploit the potential of simulation in product development: world-leading software and IT solutions, consulting, hardware, support, automation of workflows and extensive educational offerings – all from a single source.

### Roles and responsibilities:

- Accountable for processing sales orders, purchase orders, and related transactions in line with contracts and paperwork.
- Accountable for maintaining systematic records in a timely and qualitative manner in cloud applications. (Zoho Books, Zoho CRM, Salesforce, etc.)
- Accountable for the preparation of various revenue/cost/other business reports .
- Liason with Internal and External Team.
- Assisting in Revenue Forecasting Reporting in consultation with the Sales team.

### Requirements and Skills:

- Degree in a bachelor's in commerce or management.
- Engaging personality, engineering curiosity, and willingness for continuous learning.
- Having a sense of urgency, strong organizational and follow-up skills.
- Must have a long-term commitment to the organization.
- Positive Attitude to provide extended support to the team.

**Registered Office:**

CADFEM India Pvt. Ltd.  
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**CADFEM INDIA Office:**

Hyderabad (HQ) | Pune | Bengaluru | Chennai  
| Gurugram | Coimbatore

**CADFEM Global Offices:**

Austria | China | Czech Republic | Slovakia  
| France | Germany | India | Ireland | North  
Africa | Poland | Russia | Singapore |  
Switzerland | UK | USA (CA) | Malaysia |  
Thailand | Vietnam

**Registration Information:**

CIN: U74999TG2007FTC053921  
PAN: AADCC0799C  
TAN: HYDC03300D  
TIN: 36060076499  
MSME: UDYAM-TS-02-0015670  
GSTIN : 36AADCC0799C1ZS



ISO 9001:2015 ISO 27001:2013

**Bank Account Information:**

Beneficiary Bank: HSBC Ltd.  
Beneficiary Name: CADFEM India Pvt Ltd  
INR Account No.: 082-710641-001  
EUR Account No.: 082-710641-512  
USD Account No.: 082-710641-511  
IFSC: HSBC0500002  
SWIFT: HSBCINBB

## Why Join Us

- We're a young and energetic team contributing to the vibrance and flexibility in the work style.
- Being a lean organization, everyone from the team shall work by effective communication channels to endorse unique perspectives.
- Our motto "Simulation is more than software" enables a rejoicing and greater appreciation of diverse physics.