



**REQUISITION NO** : 202008  
**DATE** : April 28, 2020  
**AVAILABILITY** : Immediate  
**JOB POSTING** : **Accounts Cum Executive Assistant**

**Location:** Jumeriah Lake Towers Cluster C in front of Metro

**Working hour/day:** 8am to 6pm Sundays to Thursdays

**Job Responsibility:**

Assisting in maintenance proper accounting records such as Invoices, Payments, Petty Cash of company & personal accounts of HEAD.

Maintaining Fixed Asset Register file

Prepare Journals, entries, Month end closing, full-set of Accounts of entities, monthly reporting, Bank reconciliation, Schedules, Exchange rate.

Coordinating or following up with Accounts department head

Accounting system or AX MS, QuickBooks, or similar

Responsible for the Office Administration function, not limited to answering phone calls, coordinate for flight / hotel booking, Visa Application, assist in meeting coordination

Ensure proper maintenance of Office premises, Office Equipment, Leasing matters.

Assisting in HR matters such as Annual/ Medical Leaves/ Government Leave submission / Work passes / Documentation

Liaising with vendors/ local authorities as required.

Other duties assigned

**Job Requirements:**

Min Diploma or Degree in Accounting

Full set of Accounts experiences is preferred

AX MS / Quick book knowledge is preferred

Fresh graduated is welcome to apply

We invite interested and qualified candidates to send in your updated resume PDF format, your current and expected salary and reason of leaving.

We regret only shortlisted candidates will be notified. Thank you.