



# MS & VAZ ASSOCIATES

## Chartered Accountants

We are reputed audit firm in Sri Lanka and searching for dynamic candidates to join our Maharagama branch. We provide practical training requirements to professional bodies including cooperate level training for CA students.

### CAREER OPPORTUNITIES



autonomous.ai

### CANDIDATE PROFILE MALE / FEMALE

#### AUDIT / ACCOUNTS TRAINEES

- G.C.E. A/L in Commerce Stream (Pending results acceptable)  
or
- Following any Course Related to Accounting.

Basic computer literacy will be an added advantage.

#### AUDIT SUPERVISORS

- Following or Part Qualification of AAT or ICASL
- Should have at least 2 years experience in an audit firm.
- Good communication skills in English and interpersonal skills with right attitudes.
- Computer literacy to work with Microsoft Office Packages.

#### COMPANY SECRETARIAL EXECUTIVE

- Preferably possess minimum 2 years of experience in a legal / Audit firm.
- Prepare Resolutions, Minutes of the meeting of the board of directors & committees independently.
- Be Familiar with company secretarial functions relating to company incorporation, Annual Return fillings, Maintaining Statutory Records & registers, share Transfers and Trade Marks.

If you are interested;

Please indicate the position in “subject” heading in your email.



[hrmanagement225@yahoo.com](mailto:hrmanagement225@yahoo.com)



**MAHARAGAMA BRANCH**