

Sunrich Biscuits is dedicated to manufacture a range of exclusive and uniquely flavored biscuits in the best of quality using finest ingredients. Due to expansion of our business, we currently seeking out for the following position.



## ACCOUNTS ASSISTANT (FEMALE)

### Qualifications

- Female candidates, age below 30 Years
- Part Qualification in AAT or any other Accounting body
- Positive attitude, friendly, good team worker, punctual, energetic.
- Knowledge in Tally will be an added advantage
- Computer Literacy and familiar with MS Office Package
- G. C. E (A/L) in Commerce Stream

### Duties

- Data Processing
- Maintain Stock records
- Related Admin work
- Communicate with customer & handle Documents.
- Handling Petty Cash
- Accounts Payable maintenance
- Maintain Accounts



If you meet and exceed above qualifications, please send us your resume to [sharmilan@sunrichbiscuits.com](mailto:sharmilan@sunrichbiscuits.com)