



# We are Hiring

## Account Assistant



### Candidate Profile

- Full or part Qualification in (AAT/HNDA /CAM/CA/ACCA) or equivalent
- Audit firm experience will be an added advantage.
- Fair Knowledge of Quick books or any other accounting package and MS Office.
- Managing petty cash Transactions.
- Knowledge is bank reconciliations and book keeping
- Age below 30years.

### Job Responsibility

- Record of accounts payable, accounts receivable, and general ledger entries.
- Accurately input financial data into accounting software or spreadsheets.
- Assist branch operations team in petty cash vouchers/daily expenses settlement and maintain accuracy.
- Maintenance of cash float record and prompt cash arrangements for branch daily operations.
- Reconcile bank accounts and financial records regularly.
- Prepare and process improvement initiative greater efficiency.

**Please forward your post applied for an contact details with the names and address of two non related references with in 7 days of these one**

**Fardar Express Domestic(Pvt)Ltd.**

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