



## Trainee Accounts Supervisor

### The Role:

- Conducts field Checks (H/Over, Full Field and Random)
- Verify Customers, Locations, Products, A/C Balance and Payments of all A/Cs ( Selected A/Cs only in Random Checks )
- Collect Payments and Revert Products
- Identifies malpractices and shortages, collects customer letters, any other evidence, and informs relevant parties for further action
- Submits Weekly Reports and Final Full Reports with supporting documents and evidence to back office for cross-checking and finalizing the report.
- Attendees for Special assignments requested by top management in order to mitigate the risks to the company.