

Elcardo Industries(Pvt) Ltd is well established manufacturing company and during our carrier of industrial business.

we were the first ever Roller Door Company to be awarded with **ISO 9001:2015** respectively nationally and internationally in recognition of the quality and the services that we have rendered to our valuable customers.

**WE'RE *HIRING***

# **ACCOUNT ASSISTANT** *For* **Nawala**

## **REQUIREMENTS**

- Part qualifications in CA/ACCA/CIMA/AAT or equivalent
- Minimum 1-2 years of experience in a similar capacity
- Good knowledge of accounting principles, taxation and statutory requirements
- Proficiency in MS Excel and accounting software (e.g., ERP)
- Strong analytical, organizational and communication skills
- Ability to work independently and meet deadlines

## **JOB RESPONSIBILITIES**

- Handling day-to-day accounting activities
- Preparing financial statements and management reports
- Assisting in tax computations and statutory submissions
- Maintaining accurate records of transactions
- Supporting audit processes
- Other finance-related tasks assigned by the management

**An attractive remuneration package is on offer based on experience & individual skills**

For those who are interested please apply with contact details of two non-related referees, along with your contact details and a passport sized photograph immediately to the **[careers@elcardo.com](mailto:careers@elcardo.com)**

**HR Department**  
Elcardo Industries (Pvt) Ltd.  
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**[www.elcardo.com](http://www.elcardo.com)**

*"We thank all applicants but only those shortlisted will be informed of the outcome of their application"*