



HUGO

BESTECH MACHINES AND TOOLS (PVT) LTD

WE ARE HIRING!

ACCOUNTS CLERK



550, Sri Sangaraja Mawatha, Colombo 10



074 014 7822



bestechmachine01@gmail.com

REQUIREMENTS:

- G.C.E. O/L / A/L Qualification
- Minimum 1-2 years experience in accounting field
- Knowledge of Accounting Software & MS Office (especially Excel)
- Ability to handle Invoices, Vouchers, Petty Cash & Bank Reconciliation
- Good Communication Skills
- Age Between 20 - 45 Years

RESPONSIBILITIES:

- Maintain Daily Accounts Records
- Prepare Payment Vouchers & Receipts
- Handle Bank-Related Transactions
- Assist in Preparing Financial Reports

SEND YOUR CV



WhatsApp: 074 01478222



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