



# HUGO

BESTECH MACHINES AND TOOLS (PVT) LTD

**WE ARE HIRING!**

## ACCOUNTS CLERK

 550, Sri Sangaraja Mawatha, Colombo 10

 074 014 7822

 [bestechmachine01@gmail.com](mailto: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 Reconcliation
- 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

 Email: [bestechmachine01@gmail.com](mailto:bestechmachine01@gmail.com)

