

WE ARE HIRING !

ACCOUNTS CLERK (FEMALE)

Requirents

- Age between 18 - 35 years
- Basic knowledge of accounting principles
- Familiarity with Ms Office (Excel, Word)
- Prior Experience will be an added advantage

Responsibilities

- Maintain Financial records and files
- Handle invoices receipts and payments
- Assist with daily accounting tasks
- Support senior accounting staff

Please send your Cv's to ariyanareach@gmail.com

ARIYANA REACH HOTEL
MAHARAGAMA