



## Trainee Accounts Supervisor

### Job Responsibilities

- Conducts field Checks (H/Over, Full Field and Random)
- Verrify Custormers, Lacations, Products, A/C Balanace and Payements of all A/Cs ( Seleceted 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.

### Job Requirements

- G. C. E. (Advanced Level)
- Certificate/ Diploma/ Degree/ Professional Qualification related to the field
- Minimum 1 year experience in a similar capacity .

