



WE ARE HIRING



Accounts Assistant



Nawaloka Hospitals PLC



REQUIREMENTS



Following a degree in Accounting, Finance, Business Management, or a related field



Good knowledge of MS Excel and basic accounting practices



Ability to work accurately with attention to detail



Good communication and teamwork skills



RESPONSIBILITIES



Assist in preparing payment vouchers and related documentation



Maintain accurate records of payments and update relevant spreadsheets



Check invoices and supporting documents for accuracy before processing



Coordinate with internal departments and ensure proper filing of documents



Send your CV to:
hrcareers@nawaloka.com



Application Deadline:
23rd of June



Healing with Feeling

