

Account Manager | Livin' Experts Dubai

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Company: Livin' Experts

Location: dubai

Category: other-general

Account Manager | Livin' Experts Dubai

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Job Description:

Managing day to day accounts

Maintaining MIS, following up with developer and agents on documents and commission

Maintaining and recording the receivables and payables

Managing timely VAT returns

Should have good knowledge in corporate tax

QuickBooks experience

Have knowledge on UAE Labour law

HR process – drafting offer letter, coordinating with insurance agent to issue agent insurance. Keeping track of performance.

Payroll process

Good understanding of Real Estate

Good in communication

Advising management on important aspects of Business

Qualification:

Minimum of 2 years of experience in real estate.

Qualified CA / CMA/ ACCA /MBA

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