

Accountant Officer Jobs In Dubai | Dar Molhimon Publishing and Distribution

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Company: Dar Molhimon Publishing and Distribution

Location: dubai

Category: other-general

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Job Description

Kabayan URGENT !!

Hiring Accountant Filipino Nationality (Female / Male)

- Minimum 2 yrs. experience within UAE
- Salary: 2,500-5,000 as per experience
- Sunday off/and all UAE holidays for private sector
- Monday – Saturday 9hrs (1 hr break)
- Yearly ticket
- Visa, Insurance and other benefits as per UAE labour law

Company: Darmolhimon publishing and distribution

Office Location: Dubai, Silicon Oasis, SIT TOWER, 20th Floor, Office : 2004

Job description:

- Should have experience in General Trading or Same Activity
- Age: 25– 40yrsold
- Can join immediately

Skills required;

Familiar with VAT regulations

Capable of handling accounts up-to finalization

Handling of Accounts Receivables

Handling of Accounts Payables

Cost Management

Inventory Management

Preparation of all financial statements

Petty Cash management

WPS Management

Prepare the accounting reports on Daily, Weekly, Monthly basis

Cash Flow Management

Prepare Customers payment due schedule and follow up for collection

Prepare debtor's reconciliation statement

Excellent knowledge of MS Office

Candidates should have excellent communication skills in English

Ability to work under pressure and meet stringent time deadlines for deliverables

Evaluate financial statements to streamline your daily processes.

Provide assistance with balance sheets, tax calculations, and financial statement information.

Assist the yearly external audit of the company. Able to handle the auditor's

Prepare accurate reports on all the financial closing statements of the company.

Assist the top-level management in making critical business decisions by providing accurate financial assessments.

Comply with financial policies and regulations.

Skills

Bachelor of accounting, Finance or relevant degree.

Apt in handling financial tasks like budgeting, planning, and calculating variance which reduces business expenses.

Proven command of negotiation skills to build long-lasting partnerships with clients.

Strong attention to detail and good analytical skills.

Sound knowledge of different types of financial reports and balance sheets.

Hands-on experience in handling MS Word, Excel, Outlook, Teams, and PowerPoint.

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