United Arab Emirates Jobs Expertini®

Accounts Executive cum HR Admin

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Company: Key Financial

Location: sharjah

Category: other-general

The job posting is outdated and position may be filledAssistant of CA for full set of Accounting, cum HR Admin.Prepare weekly bank balance and Trade union reports.In charge and assist of monthly and quarterly reports of payroll, withholding Tax, CIT, VAT, PIT, State bank Vietnam and Investment Implementation.Submit internal reporting to HQ - weekly operation & AR and monthly cash flow.Assist and responsible for all aspect of daily operations including AR, AP and GL related transactions.Ensure accounting records are updated and reconciled accurately and proper filing system.Update FA Register, AR, AP, Inventory and Bank reconciliations.To monitor all incoming and outgoing shipment/order.To check on shipping documentation (Invoice, Bill of lading, Packing list etc.)Others ad hoc duties and responsibilities as assigned.Report directly to Chief Accountant (CA) Disclaimer: Drjobs.aeis only a platform that connects job seekers and employers. Applicants are advised to conduct their own independent research into the credentials of the prospective employer.We always make certain that our clients do not endorse any request for money payments, thus we advise against sharing any personal or bank-related information with any third party. If you suspect fraud or malpractice, please contact us via contact us page.Our goal is to make hiring as easy as possible. We find the right talent for every company, ensuring that each candidate finds a job they enjoy. Dr.Job FZ LLC provides 360-degree AI-powered recruiting and job search solutions. If you are looking for a job and haven't found your chance yet, you can upload your profile on our website and find thousands of opportunities globally!Our platform gives you the flexibility you need to thrive in today's market by allowing you to apply for all different kinds of jobs, whether they are full- or part-time, remote or on-site.

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