

## Admin/ Auditor Jobs In Sharjah | Talvana

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Company: Talvana

Location: sharjah

Category: other-general

Admin/ Auditor Jobs In Sharjah | Talvana

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As an Admin cum Auditor, you will play a crucial role in ensuring the smooth operation of both administrative and financial functions within our organization. Your responsibilities will include:

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Responsibilities:

Managing and organizing office operations and procedures. Handling incoming calls, emails, and inquiries, and directing them appropriately. Assisting in the preparation of reports, presentations, and data analysis.

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Requirement

Conducting thorough and accurate audits of financial documents, transactions, and records. Verifying the accuracy of financial statements and reports. Identifying discrepancies, irregularities, and potential areas of risk. Collaborating with cross-functional teams to ensure compliance with auditing standards and company policies. Documenting audit findings and preparing detailed reports.

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