

## Executive – Accounts & Admin

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Company: Cemcoa Limited

Location: dubai

Category: other-general

We are Hiring

Executive – Accounts & Admin

UAE - Dubai

Book-keeping duty of MD's personal investment company

- 1- Book-keeping of company accounts
- 2- Reporting on Monthly income & expenses
- 3- Conduct monthly bank reconciliation – check statement info and consolidate them into latest bank balance.
- 4- Consolidate Exchange rate and Time deposit rate
- 5- Control petty cash and balance
- 6- Prepare cheques / TT payment to counter parties
- 7- Check and record rental payment from tenants
- 8- Submit the accounts to Auditors
- 9- Follow up with auditorts for timely tax return
- 10- Tax payment

Admin Duties:

- 1- Process Directors' travel / meeting expenses claims
- 2- Process Directors' Medical claim to insurance company and office
- 3- Flight booking for BOD's family and Domestic Helpers
- 4- Prepare E-greeting cards for selected holidays and festival and send to counter parties
- 5- Arrange Directors' meeting schedule, agenda, team announcement, notify participants

timely and prepare materials required for external or internal meetings

Additional Responsibilities: Manage MD's personal tasks, including handling payments, visa renewals, and booking travel tickets... etc.

If Interested, Please send your resume to Samar.asmar@greencem.ae and apply through the following link.

#J-18808-Ljbffr

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