

## Executive – Accounts & Admin

[Apply Now](#)

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-Ljbfrr

[Apply Now](#)

#### Cross References and Citations:

1. Executive – Accounts & Admin [AustinjobsJobs dubaiAustinjobs](#)
2. Executive – Accounts & Admin [DallasjobsJobs dubaDallasjobs](#)
3. Executive – Accounts & Admin [Findengineeringjobs Jobs dubai Findengineeringjobs](#)
4. Executive – Accounts & Admin [Beijingjobs Jobs dubaBeijingjobs](#)
5. Executive – Accounts & Admin [DhakajobsJobs dubaDhakajobs](#)
6. Executive – Accounts & Admin [Expertiniworldtech Jobs dubaExpertiniworldtech](#)
7. Executive – Accounts & Admin [Thecareerjobs Jobs dubaiThecareerjobs](#)
8. Executive – Accounts & Admin [ProgrammingjobsnearmeJobs dubai Programmingjobsnearme](#)
9. Executive – Accounts & Admin [JobscareerscentralJobs dubaiJobscareerscentral](#)
10. Executive – Accounts & Admin [PortugaljobsJobs dubaPortugaljobs](#)
11. Executive – Accounts & Admin [Jobsmyanmar Jobs dubaiJobsmyanmar](#)
12. Executive – Accounts & Admin [Newyorkcityjobs Jobs dubaNewyorkcityjobs](#)
13. Executive – Accounts & Admin [Topfishjobs Jobs dubaiTopfishjobs](#)
14. Executive – Accounts & Admin [EntertainmentjobsnearmeJobs dubai Entertainmentjobsnearme](#)
15. Executive – Accounts & Admin [Theworkopportunity Jobs dubai Theworkopportunity](#)
16. Executive – Accounts & Admin [Securityguardjobs Jobs dubaSecurityguardjobs](#)

17. Executive – Accounts & Admin [OnlinecommunitycareerhubJobs dubai Onlinecommunitycareerhub](#)
18. Executive – Accounts & Admin [Denmarkjobs Jobs dubaDenmarkjobs](#)
19. Executive – accounts & admin [Jobs Dubai](#)
20. AMP Version of Executive – accounts & admin
21. Executive – accounts & admin [Dubai Jobs](#)
22. Executive – accounts & admin [Jobs Dubai](#)
23. Executive – accounts & admin [Job Search](#)
24. Executive – accounts & admin [Search](#)
25. Executive – accounts & admin [Find Jobs](#)

Source: <https://ae.expertini.com/jobs/job/executive-accounts-admin-dubai-cemcoa-limited-1968-29143/>

Generated on: 2024-05-06 by [Expertini.Com](#)