

Fire Alarm Maintenance Supervisor Jobs In Dubai UAE 2023 | Siemens

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Company: Siemens

Location: dubai

Category: other-general

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Description:

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry, no matter how small, should be recorded to ensure the integrity of the financial data. This includes not only sales and purchases but also expenses, transfers, and adjustments. The text explains that consistent record-keeping is essential for identifying trends, managing cash flow, and preparing for tax obligations. It also notes that detailed records can help in resolving disputes and providing a clear audit trail.

The second section focuses on the classification of transactions. It describes how different types of activities should be categorized into specific accounts, such as revenue, cost of goods sold, operating expenses, and capital expenditures. This classification is crucial for generating meaningful financial statements and for analyzing the company's performance over time. The document provides examples of how to properly record and classify various types of transactions, ensuring that each entry is correctly placed within the accounting system.

The third part of the document addresses the issue of reconciling accounts. It explains the process of comparing the company's internal records with external statements, such as bank statements or supplier invoices, to identify and correct any discrepancies. This process is vital for ensuring that the financial records are accurate and up-to-date. The text provides a step-by-step guide to performing reconciliations, highlighting common errors and how to avoid them. It also discusses the importance of regular reconciliations to prevent small errors from accumulating over time.

The final section discusses the role of internal controls in maintaining the accuracy and reliability of financial records. It describes various control procedures, such as segregation of duties, authorization requirements, and regular audits, that help to minimize the risk of errors and fraud. The document emphasizes that a strong internal control system is essential for the long-term success and financial stability of any organization. It provides practical advice on how to design and implement effective internal controls that are tailored to the specific needs of the business.

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Fire Alarm Systems, Emergency Lighting, Central Battery Systems, Fire Fighting sprinkler and Wet Riser Systems, Deluge Water Spray & Foam Systems, FM200 , NOVEC Systems, VESDA Systems, Fire Pumps – Diesel Pump service & maintenance: /

Job Responsibilities:

Good knowledge in Fire Alarm Systems Control Panels (Addressable, conventional & wireless)

Make sure all systems are in are in working condition

Maintain Fire Alarm & Fire Fighting equipment asset log for each site.

Coordinate with clients or representative , make service reports and get signed off.

Ensure all the faults rectification quotations are made and complete job ontime

Follow the maintenance schedule to visit site as per contract

Attend the emergency call and coordinate with clients and resolve fire alarm cases immediately.

Train the client representative with basics on Fire Alarm control panel operation & Fire Fighting basics.

Job Requirements:

Minimum of diploma in engineering

Minimum 3 years' Experience in Inspection , testing and maintenance of fire alarm and fire protection system

Dubai Civil defence certified technician

Strong written and verbal communication skills in English

Knowledge in Fire & safety management.

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