

Accounting/Tax Executive

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Company: Kpsiaj

Location: , , Pakistan

Category: business-and-financial-operations

Posted On 11/24/2023 Job Information Other External Work Experience 1-3 years

Qualification Bachelor's degree / Part Qualified in accounting Market Competitive City Karachi

State/Province Sindh 74000 Job Description Job Description:Proficiency in processing

transactions using QuickBooks online and QuickBooks desktop. Capable of conducting

monthly bank and credit card reconciliations. Ability to proactively follow up with clients to

obtain missing information related to payments and bank or credit card deposits. Experience

in preparing periodic GST statements for submission to tax authorities. Familiarity with

processing transactions into QuickBooks through various receipt bank software, such as

Hubdoc. Proficiency in handling Personal and Corporate tax returns using PROFILE

software.Strong organizational skills to maintain a client's log sheet for tracking various

deadlines. Self-motivated, eager to learn, and a strong drive to excel in the role.

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