

Accounts Officer (Karachi)

Apply Now

Company: Wisdomhouse School System

Location: Karachi

Category: other-general

Employer: Wisdomhouse School System

Industry: Finance and Accounts

Location: Karachi Wisdomhouse School System requires a diligent & dedicated Accounts Officer.

Note: North Nazimabad or nearby residents will be preferred.

Minimum Requirements:

Experience: Minimum One Year +, relevant experience with a reputable Organization

Qualification: B-Com

Job: Maintain Daily Accounts Entries in Accounting Software. Maintain Students Data & Fees in Student Info & Billing System. Maintain of Fee Vouchers issuance and updates, Maintain Payroll. Provide support to the front office team.

Skills: Proficient MS-Excel, MS-Word, Good Personality, Excellent Communication, Public Dealing, Cool Temper.

Age: 22-30 Years.

Gender: Male.

Salary: 18k to 25k (depends on qualification & experience)

- Mention "Accounts Officer" in the Subject line
- Only shortlisted candidates will be called for Written tests and interviews.

Facebook Twitter Email WhatsApp

(Apply at: farhan.siddiqui@century21.com.pk)

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