

Female Accountant/Administrator (CA/ACCA) (Islamabad)

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Company: Kozmek Engineering Pvt. Ltd.

Location: Islamabad

Category: other-general

Female Accountant/Administrator (CA/ACCA) (Islamabad) Kozmek Engineering Pvt. Ltd. is an EPC based firm providing engineering solutions to the construction industry. With experienced staff and qualified engineer, Kozmek Engineering is looking to expand. Currently we are looking for Female Accountant/Administrator for a full time role. Applicants from Rawalpindi and Islamabad will be preferred. Educational Background: Qualified or on going CA/ACCAResponsibilities:1. Process bank deposits2. Reconcile financial statements3. Prepare, send and store invoices4. Contact clients and send reminders to ensure timely payments5. Submit tax forms and handling IRS, FBR, SECP, PEC registrations and book keeping.6. Identify and address discrepancies7. Report on the status of accounts payable and receivable8. Update internal accounting databases and spreadsheets Job Types: Full-time, ContractSalary: Rs15,000.00 – Rs30,000.00 per month Some of the recent jobs published at Apnijobs .. Chartered Accountant - Qualified Chartered Accountant seeking to move within an external audit role with Big 4. Experience in audit firm in Pakistan... Apply Now. Female Accountant - Nan Stones requires services of a Female Accountant in order to Assist in Day-to-Day finance operations. Applicant must also be... Apply Now. Tax Assistant - Zahid H. Rajper & Co. is looking for a Tax Assistant in Bahria Town Karachi, who is having

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