

## Sr. Accounts Executive

[Apply Now](#)

Company: HR WAYS

Location: Saddar Town

Category: other-general

About the job Sr. Accounts Executive About The Job Sr. Accounts Executive Client  
Company Introduction: Our Client Company was established in 1984, under the umbrella of Dharani Group of Companies (Started since 1955), with an objective to manufacture, assemble and supply automotive lamps to the Automotive OEMs Sector in Pakistan. They have been one of the leading automotive lamp manufacturers since the Start of the company. The company started its operation supplying goods to the Automotive OEMs brand and very soon hereafter it turned out to be OEMs Preferred Supplier with capability to produce lamps with exceptional and absolute technology.  
Job Description: Record sales invoices and maintain sales ledger. Prepare customers receivable report and reconcile with ledgers. Follow up with customers regarding receipts. Create monthly blanket orders. Maintain Sales Item-wise and customer-wise in Odoo (ERP). Maintain proper sales invoice files along with DCs. Prepare monthly stock reports for sales tax returns. Monthly submission of stock report and receivable report to our Bank. Assist the Finance department in forecasting fund positions. Update Price List Report. Work on Annexure-a, and Annexure-c in order to submit monthly sales tax returns.  
Requirements and skills: Minimum Bachelors in the relevant field, BCOM, BBA, or any other relevant certifications. Must have at least 1-2 years of relevant experience.  
Location: Karachi  
Salary: depend upon experience  
Timings: Monday to Friday :9:00 A.M 6:00 P.M Saturday: 9:00 A.M 1:30 P.M  
Benefits: Gratuity 8 Sick and 10 Casual leaves (Encashable) 14 Annual Leaves Health and Life Insurance 1 Yearly gross Bonus (In the Month of Ramadan)  
About HR Ways: HR Ways is a Technical Recruitment Firm helping software houses and IT Product companies internationally and locally to find IT Talent. HR Ways is

engaged by 150 + Employers ranging from worlds biggest SaaS Companies to most competitive Startups. Find out more at [www.hrways.co](http://www.hrways.co)

#J-18808-Ljbffr

[Apply Now](#)

#### Cross References and Citations:

1. [Sr. Accounts Executive Jobs Saddar Town ↗](#)
  2. [Sr. Accounts Executive Jobs Saddar Town ↗](#)
  3. [Sr. Accounts Executive Jobs Saddar Town ↗](#)
  4. [Sr. Accounts Executive Jobs Saddar Town ↗](#)
  5. [Sr. Accounts Executive Jobs Saddar Town ↗](#)
  6. [Sr. Accounts Executive search Saddar Town ↗](#)
  7. [Sr. Accounts Executive job finder Saddar Town ↗](#)
1. [Sr. Accounts Executive jobs ↗](#)
  2. [Sr. Accounts Executive jobs ↗](#)
  3. [Sr. Accounts Executive jobs ↗](#)

Source: <https://pk.expertini.com/jobs/job/sr-accounts-executive-saddar-town-hr-ways-1398-23496/>

Generated on: 2024-05-06 by [Expertini.Com](https://www.expertini.com)