

ACCOUNTS EXECUTIVE

We invite suitable candidate for the following position : -

Company : Bina Puri Sdn Bhd
Position : Accounts Executive
No. of Vacancy : 1
Location : Kuching, Sarawak

Requirements / Responsibilities :

- 1) Possess LCCI or equivalent accounting qualifications;
- 2) Minimum 2-3 years working experiences of accounting in sector construction and property;
- 3) Preferred positive attitude, responsible and multitasking ability;
- 4) Prepare and handling full set accounts and to generate relevant reports;
- 5) To prepare financial reports;
- 6) Liaise and negotiate with banker regarding bank facilities and finance/banking related matters;
- 7) Performing duty day to day accounting and finance operations;
- 8) Handling and liaise with tax agent and auditors for tax and audit matters;
- 9) Undertake any others ad-hoc accounting/finance assignment;
- 10) To assist HR & Admin works and legal case.

Those interested, please write in / contact HR Department.

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