



ROLE : Accounts Executive

THE JOB

- Preparing Monthly Management Account / Cash Flow
- Preparing Variance Report (Quarterly)
- Checking budget Allocation / Invoice / Payment
- Maintaining cash book
- Bank reconciliation
- Maintaining Fixed Asset Register
- Coordinate and manage billing

REQUIREMENTS

- Candidates must possess at least Professional Degree/ Bachelor's Degree in Finance/Accountancy or equivalent.
- Required language(s):English, Bahasa Malaysia, Mandarin (to communicate with foreign parents).
- At least 2 year(s) of working experience in the related field is required for this position.
- Good team player and highly motivated.
- Able to work under pressure, independently and periodic tight deadlines.
- Fresh graduates and Junior level executives are encouraged to apply.