



We are urgently looking for
Assistant Manager-Finance

Location: Karachi

- Education: MBA Finance/ACCA
- Experience: 3 years of experience in operational role (commercial operations preferred)
- Salary: Upto 120K

We are urgently looking for
Junior Manager-Finance

Location: Karachi

- Education: Graduate
- Experience: 2 years of admin and support experience
- Salary: Upto 70K

Objective:

- Knowledge of SAP
- Process and prepare financial and business forms for the purpose of checking account balances.
- Perform routine calculations to produce analyses and reports as requested by the finance department.
- Help oversee and manage individual accounts.
- Create, send, and follow up on billing invoices, vendor coordination.
- Review and adhere to department budgets.
- Collect and enter data for various financial spread sheets.
- Review and audit financial statements and reports.
- Managing cash flow.

Key Responsibilities:

- Exceptional knowledge of Applicable Taxes
 - Sales Tax
 - Income Tax
- Wide knowledge of governmental accounting principles & practices
- Proficient in financial concepts and practices
- Solid understanding of computers and preparing financial reports

Skills Required:

- Having an aptitude for numeracy thrive.
- Should have Hands On experience in:
 - QuickBooks
 - Microsoft Excel

Candidates having relevant experience and qualification can send their updated profiles,
till August 10,2021