



# AL FARIS

<b>Position: Account Executive</b>	
<b>Qty required: Open</b>	<b>Work location: UAE, DXB</b>
<b>Min. years of experience: 03-05</b>	<b>Age limit: 25 to 45</b>

Our company is looking for an Accounts Executive with experience of 3-5 years of GCC countries.

## 1. JOB PURPOSE:

Looking for experienced an Accounts Executive with experience

## 2. QUALIFICATION:

Bachelor's degree/Any Related Qualification

## 3. EXPERIENCE:

3-5 years of GCC countries.

## 4. LANGUAGE SKILLS:

English (Read, Write & Speak) & Hindi

## 5. RESPONSIBILITIES AND DUTIES

- Manage all accounting transactions
- Handle monthly, quarterly, and annual closings
- Reconcile accounts payable and receivable
- Ensure timely bank payments
- Compute taxes and prepare tax returns
- Advanced MS Excel skills including VLOOKUP and pivot tables
- Experience with general ledger functions

Those interested kindly forward CVs to [jobs@alfarisuae.com](mailto:jobs@alfarisuae.com)