



AL FARIS

Position: Accountant	
Qty required: Open	Work location: UAE, DXB
Min. years of experience: 2+	Age limit: 30+

Our company is looking for an Accountant.

1. JOB PURPOSE:

Looking for experienced Accountant

2. QUALIFICATION:

CA /Bachelor's degree

3. EXPERIENCE:

Fresher or Min 2+

4. LANGUAGE SKILLS:

English (Read, Write & Speak) & Hindi

5. RESPONSIBILITIES AND DUTIES

Invoice and Credit Note booking
Updating cost centre for all the documents
Booking intercompany bank charges entry
Process payment for all the vendor
Maintain advance payment file and follow-up for documents
Maintaining AMC Contract
Filling vendor credit facility form and approval
Periodical visit to store for stock audit
Booking of receipt entry
Processing workorders Invoices

Those interested kindly forward CVs to jobs@alfarisuae.com