



Account Executive

- **Vacancy for:** 2
- **Posted on:** July 1, 2017
- **Deadline:** April 26, 2014, midnight

Basic Job Information

Job Category : Accounting / Finance
Job Level : mid
Job Location : Kathmandu
Offered Salary : None

Job Specification

Education Level : Under Graduate (Bachelor)
Experience Required : Not Required

Other Specification

- Minimum two years experience in the similar business industry
 - Must possess general understanding of Nepalese Taxation, VAT, TDS, Customs, Company Registrar Office (CRO) business, Accountancy & Finance and ICT
 - Should be smart, hardworking, confident
 - Should be able to handle the accounts independently
 - Should be experience in the operation of Tally.ERP 9 and Office Packages and internet, e-mail
 - Should have Nepali and English typing skills
 - Should have fluency in English and Nepali languages
 - Should work under pressure and can be able to work in a team
 - Having own bike will be an advantage
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Job Description

- Handle all transactions related to accounts
 - Tax clearance
 - Prepare profit and loss statements and monthly closing and cost accounting reports
 - Resolve accounting discrepancies
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Applying Procedure

Apply Link : <https://merojob.com/account-executive-2/>

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