

# Accounts cum Admin Executive

Ampang

## Responsibilities:

- Handling full set of account including all entries into UBS system
- Preparing invoice and delivery order
- Application for Letter of Credit
- Follow up payment from customers
- All admin related work
- All other work related to the above but not specifically mentioned herein

## Requirements:

- Possess LCCI or Diploma in Accounting or equivalent
- At least 2 years working experience
- Must be good in UBS
- Able to work independently
- Computer literacy is a must eg. MS Excel and MS Word
- Possess good communication and interpersonal skill in both English and Bahasa Malaysia
- Possess own vehicle is an added advantage