

Center for Career Planning & Placement (CCPP)

Graduate Placement Services (GPS)

JOB VACANCY FORM[©]

IMPORTANT: The information presented in this document can be shared only internally at UAE University!

Job Reference No.: JV358

Company Name: Agthia

Company Type: Semi-Government



Job Position/Title:	Account Assistant	Academic Major:	Accounting
Salary Range:	15,000 AED	Years of Experience:	Fresh Graduate
Job Location:	Al Ain	Job Type:	Full-time
Nationality:	Only UAE Nationals	Gender:	Female
Job Description:	JOB PURPOSE/OBJECTIVE: - Assist and support the Accounting Manager and the Accounting team in the processing of accounting activities. KEY ACCOUNTABILITIES: - Support the accounting team in daily activities. - Coordination with departments to assist receipts for due payments - Coordination with Sales team to assist the processing of any overdue issues with customers. - Report on a regular basis on achievements and challenges related to daily activities		
Minimum Qualifications:	- Bachelor degree. - Computer skills, English language Job-Specific Skills: - Analytical - Organized - Accurate and attention to details - Planning skills - Thorough understanding of accounting practices		
No. of Positions Required:	1		
Job Close Date:	1/AUG/2013		

To Apply, UAEU Graduates/Alumni should send their CVs to:

Salama.alahaheri@agthia .com

JOB NAVIGATOR

Locating Your Career Path

