

Center for Career Placement & Alumni
Graduate Placement Services (GPS)

JOB VACANCY FORM®

Job Reference No.: JV818

Company Name: Nedaa - Professional Communication Corporation

Company Type: Government



Job Position/Title:	Accountant	Academic Major:	Accounting
Salary Range:	20,000 to 25,000	Years of Experience:	Graduates & Experiences (2-3y)
Job Location:	Dubai	Job Type:	Full-time
Nationality:	Only UAE Nationals	Gender:	Both
Job Description:	• Receive and collect all of the organization and follow-up revenues from various suppliers related parties, and deposited in banks. • Raise the monthly report on invoices issued to all the data and analysis. • Monthly report to the collection and the amounts that have been deposited with the statement of account the amounts collected raise. • Update the data in the financial accounting system "collection program of the customer" (Collection Report). • Follow-up to the financial requirements of customers (invoices + notices creditor) from the customer service department. • Follow-up to receive bank transfers and recorded year enrollment. • Introduction of accounting entries in the financial system and relating to income and collected (RV, JV) and related billing only. • Raise the weekly report of developments with companies, customers and the course of action. • Documentation of financial documents and saved for easy reference when needed. • Participation in the writing of the daily work measures if found and seek to develop them. • Follow-up and resolve customer complaints within 5 business days and coordination with the customer service department regarding customer feedback and inform the head of the department and can't be solved if turned into a department head. • Preparation of financial periodical report includes a detailed account of the actual revenues compared to the estimated budget, and a proposal to raise the necessary corrective actions • Follow-up to get endorsements customer balances annual accounts.		
Minimum Qualifications:	• Good knowledge of computerized accounting packages and ability to work independently in our environment. • Clear communication skills with ability to interact independently with internal departments as well as external parties (banks, customers, insurers, suppliers, etc.). • Excellent inter personal skills. • Good communication skills in Arabic & English • Computer literate.		
No. of Positions Required:	2		
Job Close Date:	Open Until Filled		

هام: المعلومات الواردة في هذا النموذج هي فقط لطلبة وخريجي جامعة الإمارات العربية المتحدة ولا يحق نشرها أو تداولها خارج نطاق الجامعة
IMPORTANT: The information presented in this document is for UAEU students and graduates only and cannot be shared outside UAE University

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