



VACANCY

ASSISTANT MANAGER (ACCOUNT RECEIVABLES & DEBT CONTROL)

RESPONSIBILITIES	REQUIREMENTS
<ul style="list-style-type: none">• Prepare, Communicate with relevant parties concerning receivable• Prepare and monitoring accurate weekly & monthly Debtors Ageing report• Prepare and update accurate weekly & monthly Collection Report• Prepare Journal Voucher for Collection Received in the system• Prepare Journal Voucher for Debit Note & Credit Note in the system• Prepare statement of Account for customer (as per requested)• Manage submission of monthly inter Company Balances confirmation• Monitor and Reconcile accurate Trade Debtors Control Account• Monitor and Reconcile accurate Accrual Advance Receivable Account	<ul style="list-style-type: none">• Candidate Possess at least a Bachelor of Accounting (Hons) or its equivalent in any field from an institution recognized by the Malaysian Qualifications Agency (MQA).• Fresh graduates are encouraged to apply.• Experienced in operating ERP accounting systems• Excellence in both written and spoken in English and Malay.• Resourceful, highly independent, self-motivated, able to show initiative and a strong sense of ownership and responsibility.• Ability to work under minimal supervision and handle task such as routine correspondence and paperwork.• Capability to meet deadlines and work under pressure

Calon yang berminat sila hantar permohonan anda, gambar berukuran pasport dan resume terkini kepada :- Unit Perancangan dan Perjawatan TENAGA CABLE INDUSTRIES SDN. BHD Lot 2, Jalan P/12, Seksyen 10, Kawasan Perusahaan Bangi, 43650 Bandar Baru Bangi, Selangor Darul Ehsan, Malaysia Tel : 03-89222678 Fax : 03-89255911	atau	Email kepada :- > career@tcisb.com.my Tarikh tutup : 27 MAY 2022
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** Hanya calon yang disenarai pendek akan dihubungi untuk temuduga.*