

NAWALOKA AVIATION (PVT) LTD

VACANCIES

Nawaloka Aviation represent two international airlines from Middle East and Indian sub continental. Sustainably become one of the key players in the market, with experience over a decade in the industry.

We are looking for a positive, well engaged, well discipline, work hard and play hard person who's ready to work with our finance team.

Accounts Assistant

Candidate Profile

- GCE A/L
- Working proficiency in MS Office applications (Word, Excel, Outlook)
- Good oral & writing communication skill in English and Sinhala
- Minimum +1 year work experience required
- Prefer a male/ female candidate Age below 35
- Quick book knowledge would be an added advantage
- A team player with positive attitude
- Ability to work under pressure

Job Responsibilities

- Maintaining book of accounts through QB System to ensure all business transaction are recorded
- Handling daily invoicing & fortnightly delivery
- Handling account payable and receivable
- Handling petty cash float & IOU.
- Preparing & maintaining files for bank related transactions
- Processing cheques for payments
- Handling daily cash collected by the sales counter & Deposits
- Sending Daily Sales / Bank Balance to Management

An attractive package and other benefits await the selected candidate. Please apply with contact details together with two non-related referees within 7 days of this advertisement to careers@redline.lk