

# We Are LOOKING!

FASHION  freedom

———— For You!! **JOIN OUR TEAM**

Fashion and Freedom are now going to set a new benchmark in style & looking for an **Enthusiastic individual to join us.**

**Account Assistant.** Part time / Work From home

Age between 20 - 26

Preferably from Maharagama & Pannipitiya Area.

Salary Negotiable.

## Job Responsibility.

- ✓ Preparing and processing of receivable and payables
- ✓ Maintain and update (ERP System) the General ledger & bank Reconciliation
- ✓ Assist in Annual Audit.
- ✓ Provide Weekly / monthly Report to the management
- ✓ Assist in Preparations of monthly accounts.
- ✓ Coordinate with IRD

**Qualification:**

1. GCE A/L in commerce stream.
2. Good knowledge in MS Excel and MS word.
3. Part qualification in CIMA/AAT/CMA/CA
4. Ability to work under pressure.
5. Verbal and written communication skills in English.
6. Ability to prepare monthly accounts and staff salaries.
7. Quick learner.
8. Minimum 1 Year experience is an advantage.



**If all of the above sounds interesting to you then send us your CV immediately to**



**E-mail :- support@mezzo.lk**

Mezzo Clothing (pvt) Ltd, No 92/14, Dewala Road, Pmuniwa, Maharagama.

**076 441 73 26**  
**011 773 13 00**