

## **INTERNSHIP OPPORTUNITIES**

### **TANJUNG BOULEVARD SDN BHD**

JOB TITLE: ACCOUNT SUPPORT – 2 POSITIONS AVAILABLE

ADDRESS: NO.19, JALAN PELANGI 17, TAMAN PELANGI, SENTUL 51100 KUALA LUMPUR.

### **JOB DESCRIPTION**

- ✓ ASSIST IN MANAGING DAY TO DAY FINANCIAL OPERATIONS
- ✓ HANDLE AND DEAL WITH PAYEES AND BANKS ON PAYMENT MATTERS
- ✓ OTHER KEY ADMINISTRATIVE FUNCTIONS AND AD-HOC ASSIGNMENT IN FINANCE DEPARTMENT
- ✓ ASSIST IN BASIC ACCOUNTING AND BOOKKEEPING
- ✓ ASSIST IN DATA COMPILING, DOCUMENTS FILING AND COMPLETE FINANCIAL RECORDS
- ✓ ASSIST IN DOING INVOICE AND QUOTATION FOR CLIENTS
- ✓ ANY OTHER TASKS ASSIGNED BY THE MANAGEMENT FROM TIME TO TIME

### **REQUIREMENT**

- ✓ DIPLOMA/ BACHELOR DEGREE IN FINANCE/ ACCOUNT AND RELATED
- ✓ MUST BE COMPUTER LITERATE
- ✓ GOOD COMMUNICATION AND INTERPERSONAL SKILLS
- ✓ COMMITTED AND KEEN FOR NEW KNOWLEDGE AND EXPERIENCE
- ✓ FAST LEARNER AND HAVE STRONG CAREER INTEREST IN ACCOUNTING
- ✓ CGPA 3.0 AND ABOVE

### **BENEFIT**

- ✓ MONTHLY ALLOWANCE PROVIDED
- ✓ LUNCH PROVIDED ON WORKING DAYS
- ✓ OPPORTUNITY TO BE EMPLOYED FOR STUDENTS IN THEIR LAST SEMESTER

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