



AX FOODS

PRIVATE LIMITED

WE'RE HIRING

ACCOUNTS ASSISTANT

MONTHLY SALARY

MVR 10,000

JOB RESPONSIBILITIES

- Record daily transactions and maintain accounting records.
- Prepare invoices, receipts and payment vouchers.
- Monitor customer payments and supplier balances.
- Assist with bank reconciliations and petty cash.
- Support payroll and monthly financial reporting.
- Organise financial documents and support accounting tasks.

QUALIFICATIONS

At least 2 years of relevant accounting experience
OR completed A-Level in Accounting.

- Good knowledge of basic accounting and Microsoft Excel.
- Accounting software familiarity is an advantage.
- Accurate, organised and able to meet deadlines.
- Able to handle financial information confidentially.

HOW TO APPLY

Email your CV and relevant certificates, or call:

admin@axfoods.mv

Email subject: Application – Accounts Assistant

9118981