PTL
LOGISTICS PVT LTD

We Are
HIRING

Accountant / Assistant Accountant

Job Overview

We are seeking a detail-oriented and motivated **Accountant / Assistant Accountant** to support and manage daily financial operations within our organization. The ideal candidate will possess strong knowledge of accounting principles, excellent organizational skills, and the ability to maintain accuracy in a fast-paced working environment. Experience in the **Maldives** market and logistics industry will be considered an added advantage.

Key Duties and Responsibilities

- Record and maintain daily financial transactions
- Prepare invoices, receipts, and payment vouchers
- Handle accounts payable and receivable
- Reconcile bank statements and ledger balances
- Monitor outstanding payments and follow up with customers
- Maintain proper filing of financial documents
- Assist in preparing monthly financial reports
- Support audit and tax documentation processes
- Manage petty cash and expense claims

Job Requirements

- Diploma or Degree in Accounting, Finance, or a related field
- Minimum 1-2 years of experience in a similar role (preferred)
- Good knowledge of basic accounting principles
- Proficiency in MS Excel and accounting software
- Strong attention to detail and accuracy
- Good communication and organizational skills
- Ability to work independently and as part of a team

- **Attractive salary package with fringe benefits.**
- Only a limited number of candidates will be shortlisted.
- Immediate recruitment; shortlisted candidates will be contacted directly.







→ APPLY NOW

MALDIVIANS ONLY

marketing@ptllogistics.com

Open to both male and female Maldivian candidates.