

# DAR BPO

<https://darbpo.com/job/account-executive/>

## Account Executive

### Description

DAR BPO is looking for a skilled and detail-oriented Account Executive to join our team. The Account Executive will be responsible for maintaining financial records, preparing financial reports, and ensuring the accuracy of financial transactions. The ideal candidate should be able to work independently, have excellent organizational skills, and possess strong attention to detail.

### Skills

- Strong organizational and time-management skills
- Excellent attention to detail
- Proficient in QuickBooks
- Strong analytical and problem-solving skills
- Ability to work independently
- Excellent written and verbal communication skills

### Qualifications

- At least 2 years of experience in accounting or bookkeeping
- Experience in reconciliation and financial statement preparation
- Experience in organizing receipts and financial documents
- Familiarity with COGS accounting
- Ability to maintain confidentiality and handle sensitive financial information

### Education

- Bachelor's degree in Accounting or related field

### Number of Positions Available

3

### Employment Type

Full-time

### Beginning of employment

Immediate

### Industry

Information Technology

### Job Location

DAR BPO, Citi Housing Jhelum, Punjab, Pakistan

### Working Hours

8:00 pm to 5:00 am PKT Monday to Saturday

### Base Salary

(PKR) 45,000 - (PKR) 85,000

### Date posted

April 20, 2023

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