

# Accountant

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Premier Tubular Inspection Services: PTIS - Provide a wide range of quality inspection services, non-destructive testing services, NDT technician, calibration services and instrument calibration to our client in the energy sector. Premier Tubular Inspection Services has been the hallmark of high-quality non-destructive testing within the Energy sector. Started thirty years ago, PTIS has become the industry leader across regions. With its team of highly-trained and committed inspectors, PTIS is known in the industry for being pioneers in technology application.

<b>Designation:</b>	Accountant
<b>Qualification/Specification:</b>	Partly Qualified CA (CAF, articles completed)
<b>Experience:</b>	1-2 Years
<b>Age:</b>	23-30
<b>Department:</b>	BPO
<b>Place of position:</b>	Karachi

**IT Skills:** Proficiency using Microsoft Office application suite including Word which includes Word, Excel, PowerPoint, flowcharts / Visio layout and other business software to prepare reports, notes, summaries and analyzes. Knowledge of SAP work.

**Technical Skills:** Adhere to International Financial Reporting Standards (IFRS), Internal Auditing Standards, Risk Management Practices and Analytical Procedures.

## Job responsibilities:

- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Documents financial transactions by entering account information.
- Recommends financial actions by analyzing accounting options.
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- Substantiates financial transactions by auditing documents.
- Maintains accounting controls by preparing and recommending policies and procedures.
- Guides accounting clerical staff by coordinating activities and answering questions.
- Reconciles financial discrepancies by collecting and analyzing account information.
- Secures financial information by completing data base backups.

Share your CV at [hr@premiertubular.com](mailto:hr@premiertubular.com) (Mention “Semi-Senior Accountant” in Subject Line) last date to apply: August 9, 2019