

## Account Officer/Assistant (HQ – P.Klg)

### Job Responsible

- To assist account receivable (AR) matters related.
- Knock off customers payments in system.
- Posting Invoices monthly.
- To assist in the closing of monthly accounts.

### Requirement

- Candidate must possess at least a SPM/STPM/Diploma in Accounting or Higher
- At least 1 Year(s) of Working experience in related field is required for this position.
- Required Skill(s): Microsoft Office (Excel).
- Knowledge of basic accounting.
- Fresh graduates are encourage to apply.

Salary will commensurate with experience and qualifications. Interested candidates are invited to write in / fax / What'sapp or e-mail with detailed resume to:

Email : [gen@fmgloballogistics.com](mailto:gen@fmgloballogistics.com) or whatsapp to mobile no. : 012-799 6152  
or Fax : 603-3176 8634