



Agaya Holdings (Private) Limited is a Company engaged in providing BPO / KPO Services, IS / IT Solutions, IT Project Management and Consultancy Services to our Customers. We are currently expanding our operation and have the following vacancies.

Accounts Assistant / Personal Assistant

Minimum Requirements

Experience

- ✓ At least 6 months Previous experience in using QuickBooks Desktop and Online Editions for Book Keeping.
- ✓ At least 6 months Previous experience in using Microsoft Office Packages such as Excel, Word and PowerPoint
- ✓ Be able to Calculate Payroll based on Attendance Data
- ✓ Knowledge on calculating EPF and ETF Contributions
- ✓ Knowledge on calculating Taxes
- ✓ Knowledge in Sri Lanka Accounting Standards
- ✓ Knowledge in Maintenance of Documents and Records.

Skills

- ✓ Exceptional customer service skills.
- ✓ Problem solving and analytical skills.
- ✓ Strong attention to detail, multi-tasking, and time management experience.
- ✓ Strong administrative and organizational skills with the ability prioritize tasks, to work adaptively, and adhere to timelines, milestones, and deliverables.
- ✓ Excellent written and verbal communication skills using the English Language.
- ✓ An ability to develop and maintain documentation.

Attributes

- ✓ Passionate, proactive, self-motivated, open minded, detail-oriented, creative, highly collaborative, adaptable, accountable and able to work autonomously and within a team.

Advantages

- Be an Undergraduate who has completed at least 2 years of University Education in Accountancy, Management or a relevant qualification.
- Previous Exposure working for Accountancy and Auditing firms in Sri Lanka
- Exposure to ISO Certified Processes and ISO documentation.
- Live Within 10 Km from Nugegoda

Please E-mail your CV **with the Expected Remuneration Package** to: - jobs@agaya.lk
or mail to Agaya Holdings (Private) Limited, 125/2, 3rd Lane, Subadrarama Road, Nugegoda, 10250.
Web: <http://www.agaya.lk> **Facebook:** <https://www.facebook.com/AgayaHoldings>