

# INSTITUTE OF COST AND MANAGEMENT ACCOUNTANTS OF PAKISTAN

## CORPORATE RELATIONS DEPARTMENT

### JOB VACANCIES INFORMATION - JUNIOR POSITIONS

Sunday, March 7, 2010

#### JOBS IN SINDH

| Sr | Job Summary   | Job Description   | Application Req:  | Apply By       | Organization / Contact  | Source  |
|----|---|---|---|----------------|---|---|
| 1  | Job Title : <b>Assistant Accountant</b><br>Job Scale : BPS-15<br>Job Location : Karachi<br>No. of Position(s) : 1<br>Age : 40 years (Max.)<br>Min. Qualification : ICMA-P3<br>Min. Experience : 1 year          | <ul style="list-style-type: none"> <li>Well versed with fully automated accounting system with excellent knowledge of Financial and Accounting Software applications and exceptional MS Office skills.</li> </ul>   |   |                |   |   |
| 2  | Job Title : <b>Senior Auditor</b><br>Job Scale : BPS-14<br>Job Location : Karachi<br>No. of Position(s) : 1<br>Age : 40 years (Max.)<br>Min. Qualification : ICMA Stage - 3<br>Min. Experience : 3 years        | <ul style="list-style-type: none"> <li>Articleship completed from reputable firm having 3 years audit experience.</li> <li>Well versed with fully automated accounting system with excellent knowledge of Financial and Accounting Software applications and exceptional MS Office skills.</li> </ul> |   |                |   |   |
| 3  | Job Title : <b>Accounts Assistant</b><br>Job Scale : BPS-13<br>Job Location : Karachi<br>No. of Position(s) : 1<br>Age : 40 years (Max.)<br>Min. Qualification : Commerce Graduate<br>Min. Experience : 3 years | <ul style="list-style-type: none"> <li>Well versed with fully automated accounting system with excellent knowledge of Financial and Accounting Software applications and exceptional MS Office skills.</li> </ul>   | <ul style="list-style-type: none"> <li>Applications along with complete CV</li> <li>Attested copies of testimonials</li> <li>Two passport size photographs</li> </ul> | March 15, 2010 | Additional Director (Personnel)<br>Defence Housing Authority,<br>DHA, 2-B, East Street, Phase – I,<br>D.H.A., Karachi-75500.<br>T: 021-9926 6828<br>W: <a href="http://www.dhakarachi.org">www.dhakarachi.org</a> | Dawn Karachi<br>Sunday<br>March 7, 2010<br>Career<br>Opportunities<br>page 18 |
| 4  | Job Title : <b>Junior Auditor</b><br>Job Scale : BPS-6<br>Job Location : Karachi<br>No. of Position(s) : 1<br>Age : 40 years (Max.)<br>Min. Qualification : Commerce Graduate<br>Min. Experience : N/M          | <ul style="list-style-type: none"> <li>Preferable relevant experience.</li> </ul>   |   |                |   |   |
| 5  | Job Title : <b>Accounts Clerk</b><br>Job Scale : BPS-6<br>Job Location : Karachi<br>No. of Position(s) : 1<br>Age : 40 years (Max.)<br>Min. Qualification : Commerce Graduate<br>Min. Experience : N/M          | <ul style="list-style-type: none"> <li>Preferable relevant experience.</li> </ul>   |   |                |   |   |

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| 6  | Job Title : <b>Junior Accountant</b><br>Job Location : Karachi<br>Min. Qualification : Commerce Graduate<br>Min. Experience : 2 years                       | <ul style="list-style-type: none"> <li>• Must be familiar with filling, record keeping, data entry of voucher / invoices, preparation of bank and tax reconciliation and fair understanding of accounting standards and best practices.</li> <li>• Hands on computer specially MS Office and windows applications.</li> </ul> | <ul style="list-style-type: none"> <li>• CV</li> <li>• Envelope should be clearly marked with the title of position applied for.</li> </ul> | March 18, 2010 | Senior Manager, HR<br>P. O. Box 13841<br>Karachi-75600  | Dawn Karachi<br>Sunday<br>March 7, 2010<br>Career<br>Opportunities<br>page 15 |
| 7  | Job Title : <b>Assistant Accountant</b><br>Job Location : Karachi<br>Age : 25 to 35 years<br>Min. Qualification : N/M*<br>Min. Experience : 3 to 5 years    | <ul style="list-style-type: none"> <li>• Not-mentioned</li> </ul>   | <ul style="list-style-type: none"> <li>• Apply</li> </ul>   | N/M            | P. O. Box No.20123, Karachi   | Dawn Karachi<br>Sunday<br>March 7, 2010<br>Career<br>Opportunities<br>page 14 |
| 8  | Job Title : <b>Accountant</b><br>Job Location : Karachi<br>Age : 25 to 35 years<br>Min. Qualification : ICMA<br>Min. Experience : 5 years                   | <ul style="list-style-type: none"> <li>• Experience in the relevant field having full command on finalization of accounts.</li> <li>• Computer literate.</li> </ul>   | <ul style="list-style-type: none"> <li>• CV</li> <li>• Recent photograph</li> <li>• Mention expected salary on your application.</li> </ul> | N/M            | Balchem Tech (Pvt.) Limited<br>68-B, SMCHS Karachi<br>E: <a href="mailto:jobs@omegapk.com">jobs@omegapk.com</a> | Dawn Karachi<br>Sunday<br>March 7, 2010<br>Career<br>Opportunities<br>page 10 |
| 9  | Job Title : <b>Accountant</b><br>Job Location : Karachi<br>Min. Qualification : N/M<br>Min. Experience : N/M  | <ul style="list-style-type: none"> <li>• Experienced</li> </ul>   | <ul style="list-style-type: none"> <li>• Email CV</li> </ul>  | N/M            | E: <a href="mailto:sales.amar@gmail.com">sales.amar@gmail.com</a>   | Dawn Karachi<br>Sunday<br>March 7, 2010<br>Career<br>Opportunities<br>page 10 |
| 10 | Job Title : <b>Accounts Executive</b><br>Gender : Female<br>Job Location : Karachi<br>Min. Qualification : Postgraduate<br>Min. Experience : Fresh / 1 year | <ul style="list-style-type: none"> <li>• Computer literate.</li> <li>• Good communication and follow-up skills.</li> </ul>  | <ul style="list-style-type: none"> <li>• Email CV</li> </ul>  | N/M            | E: <a href="mailto:goodjbs@gmail.com">goodjbs@gmail.com</a>   | Dawn Karachi<br>Sunday<br>March 7, 2010<br>Career<br>Opportunities<br>page 10 |
| 11 | Job Title : <b>Recovery / Credit Control Officers</b><br>Job Location : Karachi<br>Min. Qualification : Commerce Graduate<br>Min. Experience : 3 to 5 years | <ul style="list-style-type: none"> <li>• Computer literate.</li> <li>• Good communication skills.</li> </ul>  | <ul style="list-style-type: none"> <li>• CV</li> <li>• Recent photograph</li> </ul>   | M/M            | Human Resources Department<br>E: <a href="mailto:jobshrmnc@gmail.com">jobshrmnc@gmail.com</a>                   | Dawn Karachi<br>Sunday<br>March 7, 2010<br>Career<br>Opportunities<br>page 10 |

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| 12 | Job Title : <b>Accounts Assistant</b><br>Job Location : Karachi<br>Age : Between 30 - 40 years<br>Min. Qualification : Commerce Graduate<br>Min. Experience : 5 years  | • Not-mentioned   | • Application<br>• 2 /3 references  | N/M  | Mr. Nazir, 702 Uni-Tower, I. I. Chundrigar Road, Karachi<br>T: 021-3241 0663, 3241 6761   | Dawn Karachi Sunday<br>March 7, 2010<br>Career Opportunities page 10 |
| 13 | Job Title : <b>Accounts Officers</b><br>Job Location : Karachi<br>Min. Qualification : Commerce Graduate<br>Min. Experience : 3 years  | • Experience of maintaining company accounts and having full command on computerized and manual accounting. | • Walk-in-Interview in between 1:00 to 5:00 PM  | N/M  | T: 021-3589 5006, 3589 4580   | Dawn Karachi Sunday<br>March 7, 2010<br>Career Opportunities page 10 |
| 14 | Job Title : <b>Office Assistant cum Accountant</b><br>Job Location : Karachi<br>Min. Qualification : Bachelor's Degree<br>Min. Experience : N/M  | • Excellence in communication, office management and basic accounting skills.                               | • Walk-in-Interview on Tuesday between 9 am to 12 pm.<br>• Please bring a copy of update CV and experience letters. | March 9, 2010                                      | Step by Step School<br>T: 021-3438 6403.  | Dawn Karachi Sunday<br>March 7, 2010<br>Career Opportunities page 10 |
| 15 | Job Title : <b>Accountant</b><br>Job Location : Karachi<br>Min. Qualification : Commerce Graduate<br>Min. Experience : N/M   | • Articleship with reputable Chartered Accountant firm.   | • Email CV  | N/M  | E: <a href="mailto:masyed1947@yahoo.com">masyed1947@yahoo.com</a>   | Dawn Karachi Sunday<br>March 7, 2010<br>Career Opportunities page 10 |
| 16 | Job Title : <b>Accounts Assistant</b><br>Job Location : Karachi<br>Min. Qualification : Commerce Graduate<br>Min. Experience : N/M   | • Articleship completed with reputable Chartered Accountant firm.   |   |  |   |  |
| 17 | Job Title : <b>Assistant Accountant</b><br>Job Location : Karachi<br>Min. Qualification : Commerce Graduate<br>Min. Experience : N/M   | • Not-mentioned   | • Email or Fax CV   | N/M  | F: 021-3257 7617<br>E: <a href="mailto:jobs@specialityprinters.com">jobs@specialityprinters.com</a>   | Dawn Karachi Sunday<br>March 7, 2010<br>Career Opportunities page 10 |
| 18 | Job Title : <b>Assistant Accountant</b><br>Job Location : Karachi<br>Min. Qualification : N/M<br>Min. Experience : N/M   | • Not-mentioned   | • Apply   | N/M  | Box No.78575 Dawn<br><a href="mailto:vacanciesaccounts83@yahoo.com">vacanciesaccounts83@yahoo.com</a>   | Dawn Karachi Sunday<br>March 7, 2010<br>Career Opportunities page 10 |
| 19 | Job Title : <b>Accountant</b><br>Job Type : Contract (2 years)<br>Job Location : Hyderabad<br>No. of Position(s) : 1<br>Age : 22 to 30 years<br>Min. Qualification : Commerce Graduate<br>Min. Experience : 2 to 3 years | • Relevant experience   | • CV<br>• Recent photograph<br>• Please mark the envelope with the position applied for.                            | Two weeks of the publication of this advertisement | Project Manager, Revival of Hyderabad Leather Footwear Centre, Hyderabad C/o Small and Medium Enterprises Development Authority (SMEDA), 5th Floor, Bahria Complex – II, Molvi Tamizuddin Khan Road, Karachi<br>T: 021- 111 111 456 | Daily Jang Sunday<br>March 7, 2010<br>page 10                        |

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|----|--|---|--|----------|---|--|
| 20 | Job Title : <b>Accountant</b><br>Job Location : Karachi<br>Min. Qualification : Commerce Graduate<br>Min. Experience : 5 years | <ul style="list-style-type: none"> <li>• Experience with proficiency in accounts software.</li> </ul> | <ul style="list-style-type: none"> <li>• Email CV</li> </ul> | N/M      | E: <a href="mailto:jobs.catwalk@gmail.com">jobs.catwalk@gmail.com</a> | Dawn Karachi Sunday March 7, 2010 Career Opportunities page 12 |
| 21 | Job Title : <b>Accountant</b><br>Job Location : Karachi<br>Min. Qualification : N/M<br>Min. Experience : N/M                   | <ul style="list-style-type: none"> <li>• Experience in handling accounts</li> </ul>                   | <ul style="list-style-type: none"> <li>• Call</li> </ul>     | N/M      | Mr. Sohail Hussain<br>T: 021-3224 3889, 3223 9930                     | Dawn Karachi Sunday March 7, 2010 Career Opportunities page 10 |

## JOB IN PUNJAB

|    |  |  |   |     |   |  |
|----|--|--|---|-----|---|--|
| 22 | Job Title : <b>Recovery / Credit Control Officers</b><br>Job Location : Lahore<br>Min. Qualification : Commerce Graduate<br>Min. Experience : 3 to 5 years | <ul style="list-style-type: none"> <li>• Computer literate.</li> <li>• Good communication skills.</li> </ul> | <ul style="list-style-type: none"> <li>• CV</li> <li>• Recent photograph</li> </ul> | M/M | Human Resources Department<br>E: <a href="mailto:jobshrmnc@gmail.com">jobshrmnc@gmail.com</a> | Dawn Karachi Sunday March 7, 2010 Career Opportunities page 10 |
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## JOB IN RAWALPINDI / ISLAMABAD

|    |   |   |   |   |   |   |
|----|---|---|---|---|---|---|
| 23 | Job Title : <b>Accounts Assistant</b><br>Job Scale : BPS-14<br>Job Type : Contract basis (1 year)<br>Job Location : Islamabad<br>No. of Position(s) : 1<br>Min. Qualification : Graduate<br>Min. Experience : More than 2 years<br>Salary : Rs.18,000/- | <ul style="list-style-type: none"> <li>• Recording, indexing and weeding of files and assist AD (Accounts).</li> <li>• Putting up previous papers and other references relating to the Account matters.</li> <li>• Opening of files and keeping a record of movement of files.</li> </ul> | <ul style="list-style-type: none"> <li>• Application on simple paper and complete CV.</li> <li>• Application proforma may be downloaded for the CDNS website</li> <li>• Two passport size photographs</li> <li>• Attested copies of testimonials.</li> <li>• For further details please visit website.</li> </ul> | Within 15 days of publishing of this advertisement. | Nadeem Iqbal, Assistant Director (Admn), Central Directorate of National Savings (CDNS), Ministry of Finance, Government of Pakistan, Automation Project of Central Directorate of National Savings House No. 897, Street No. 90 Sector I-8/4, Islamabad.<br>T: 051-4861621<br>E: <a href="mailto:info@savings.gov.pk">info@savings.gov.pk</a><br>W: <a href="http://www.savings.gov.pk">www.savings.gov.pk</a> | Dawn Karachi Monday March 8, 2010 National page 9 |
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## OVERSEAS JOB

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|----|--|--|--|-----|---|---|
| 24 | Job Title : <b>Accountant</b><br>Job Location : Saudi Arabia<br>Min. Qualification : Commerce Graduate<br>Min. Experience : 1 to 2 years | <ul style="list-style-type: none"> <li>• Strong Computer Skills in Accounting Software, Windows XP etc.</li> <li>• Fluency in English</li> </ul> | <ul style="list-style-type: none"> <li>• CV</li> <li>• Copies of Educational &amp; Experience Certificates</li> <li>• Recent photograph</li> </ul> | N/M | Pakban Enterprises, Overseas Employment Promoters 914-Uni Plaza, I. I. Chundrigar Road, Karachi<br>T: 021-3241 2718, 3241-2444<br>E: <a href="mailto:pakbanenterprises@gmail.com">pakbanenterprises@gmail.com</a><br><a href="mailto:info@nestle-waters.com.sa">info@nestle-waters.com.sa</a> | Daily Jang Karachi Sunday March 7, 2010 page 11 |
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