

**INSTITUTE OF COST AND MANAGEMENT ACCOUNTANTS OF PAKISTAN**  
**JOB VACANCIES INFORMATION - JUNIOR POSITIONS**

**February 9 to 14, 2010**

<b>JOB IN SINDH</b>						
<b>Sr</b>	<b>Job Summary</b>	<b>Job Description</b>	<b>Application Req:</b>	<b>Apply By</b>	<b>Organization / Contact</b>	<b>Source</b>
<b>1</b>	Job Title : <b>Administrative &amp; Finance Asst.</b> Job Location : Karachi Min. Qualification : N/M Min. Experience : N/M	<ul style="list-style-type: none"> <li>The full job description is posted on the UNFPA website</li> </ul>	<ul style="list-style-type: none"> <li>Apply on UNFPA job portal link.</li> </ul>	February 28, 2010	<a href="http://jobs.unfpa.org.pk">http://jobs.unfpa.org.pk</a>	Dawn Karachi Sunday February 14, 2010 page 15/ Jang Karachi Sunday February 14, 2010 page 33
<b>2</b>	Job Title : <b>Account Assistant</b> Min. Qualification : N/M Min. Experience : 3 years	<ul style="list-style-type: none"> <li>Relevant experience and command in computer usage.</li> </ul>	<ul style="list-style-type: none"> <li>CV</li> <li>Recent photograph</li> </ul>	N/M	Champion Neon Signs E: <a href="mailto:champion_job@live.com">champion_job@live.com</a>	Dawn Karachi Sunday February 14, 2010 page 15
<b>3</b>	Job Title : <b>Accounts / Finance Executive</b> No. of Position(s) : 2 Min. Qualification : Graduate, Partly qualified Min. Experience : 5 years	<ul style="list-style-type: none"> <li>Experience in similar capacity.</li> <li>Secretarial, Finance, Sugar Mills Accounts &amp; Taxation exposure will be preferred.</li> </ul>	<ul style="list-style-type: none"> <li>Apply</li> </ul>	February 23, 2010	Box No.78504 C/o Dawn, Karachi	Dawn Karachi Sunday February 14, 2010 page 14
<b>4</b>	Job Title : <b>Accountant</b> Min. Qualification : N/M Min. Experience : 7 to 10 years	<ul style="list-style-type: none"> <li>Experience in manual and computerized accounting as well as conversant with Oracle E-Business, ERP System, Administrator of ERP Server reporter and query builder.</li> </ul>	<ul style="list-style-type: none"> <li>CV</li> </ul>	N/M	C/o Dawn Box No.78499 E: <a href="mailto:ajaz.abbasi@gmail.com">ajaz.abbasi@gmail.com</a>	Dawn Karachi Sunday February 14, 2010 page 10
<b>5</b>	Job Title : <b>Account Assistant</b> Min. Qualification : Commerce Graduate Min. Experience : Fresh & experience both can apply	<ul style="list-style-type: none"> <li>Not-mentioned</li> </ul>	<ul style="list-style-type: none"> <li>CV</li> <li>Recent photograph</li> </ul>	N/M	PO Box # 3208, Shershah Karachi E: <a href="mailto:arifmalik11@hotmail.com">arifmalik11@hotmail.com</a>	Dawn Karachi Sunday February 14, 2010 page 10
<b>6</b>	Job Title : <b>Accountant</b> Min. Qualification : Qualified Accountancy from recognized institute Min. Experience : 5 year	<ul style="list-style-type: none"> <li>Experience of handling accounts of private limited company.</li> <li>Must be able to maintain sales tax records / invoices and filing of returns.</li> </ul>	<ul style="list-style-type: none"> <li>Apply</li> <li>Recent photograph</li> </ul>	N/M	E: <a href="mailto:plastic-sales@hotmail.com">plastic-sales@hotmail.com</a>	Dawn Karachi Sunday February 14, 2010 page 10
<b>7</b>	Job Title : <b>Accountant</b> Age : 22 to 30 years Min. Qualification : Commerce Graduate Min. Experience : N/M	<ul style="list-style-type: none"> <li>Neat hand writing must.</li> </ul>	<ul style="list-style-type: none"> <li>Call</li> </ul>	N/M	T: 021-35854890 C: 0332-3792206	Dawn Karachi Sunday February 14, 2010 page 10
<b>8</b>	Job Title : <b>Accounts Assistant</b> Min. Qualification : N/M Min. Experience : 5 years	<ul style="list-style-type: none"> <li>Experience of a travel agency accounts</li> </ul>	<ul style="list-style-type: none"> <li>Walk-in for interview between 4 to 6 pm</li> </ul>	Tue / Wed 16/17 February 2010	Town Travels, 10 Hotel Regency Dr. Daud Pota Road, Karachi Cantt.	Dawn Karachi Sunday February 14, 2010 page 10

### JOB IN SINDH

Sr	Job Summary	Job Description	Application Req:	Apply By	Organization / Contact	Source
9	Job Title : <b>Junior Accountant</b> Min. Qualification : N/M Min. Experience : 2 years	<ul style="list-style-type: none"> <li>• Experience in an accounting environment.</li> <li>• Computer literate</li> </ul>	<ul style="list-style-type: none"> <li>• Email CV</li> </ul>	N/M	E: <a href="mailto:f.ahmed@grouptsi.com">f.ahmed@grouptsi.com</a>	Dawn Karachi Sunday February 14, 2010 page 10
10	Job Title : <b>Accountant</b> Min. Qualification : N/M Min. Experience : 4 years	<ul style="list-style-type: none"> <li>• Knowledge of Income Tax and Sales Tax.</li> <li>• Computer literate.</li> </ul>	<ul style="list-style-type: none"> <li>• Call</li> </ul>	N/M	Mr. Mansoori / Imran Alam T: 021-3453 4213, 3453 4293	Dawn Karachi Sunday February 14, 2010 page 10
11	Job Title : <b>Accountant</b> Min. Qualification : Commerce Graduate Min. Experience : N/M	<ul style="list-style-type: none"> <li>• Computer literate.</li> </ul>	<ul style="list-style-type: none"> <li>• Call</li> </ul>	N/M	T: 021-3667 0877 / 878	Dawn Karachi Sunday February 14, 2010 page 10
12	Job Title : <b>Accountant</b> Min. Qualification : Commerce Graduate Min. Experience : N/M	<ul style="list-style-type: none"> <li>• Not-mentioned.</li> </ul>	<ul style="list-style-type: none"> <li>• Email CV</li> </ul>	N/M	245/ 1- B, Block – 6, PECHS, Near Nursery Bus Stop, near Chanaiser Halt, Railway phatak, Karachi T: 021-3439 5122 C: 0300-2821272, E: <a href="mailto:Seekers_e_bureau@yahoo.com">Seekers_e_bureau@yahoo.com</a>	Jang Karachi Sunday February 14, 2010 page 33
13	Job Title : <b>Junior Executive Officers</b> Job Location : Karachi Age : 25 years Min. Qualification : Graduate Min. Experience : N/M Salary : Rs.15,000 to 20,000	<ul style="list-style-type: none"> <li>• Not-mentioned</li> </ul>	<ul style="list-style-type: none"> <li>• CV</li> <li>• Recent photograph</li> </ul>	February 25, 2010	Manager Admin & HR, The Federation of Pakistan Chamber of Commerce & Industry (FPCCI), Head Office, Federation House Main Clifton, Karachi.	Jang Karachi Sunday February 14, 2010 page 33

### JOB IN PUNJAB

14	Job Title : <b>Accountant</b> Job Location : Khanewal Min. Qualification : Commerce Graduate Min. Experience : 3 years	<ul style="list-style-type: none"> <li>• Experience in manufacturing organization.</li> </ul>	<ul style="list-style-type: none"> <li>• CV</li> <li>• Recent photograph</li> </ul>	March 2, 2010	Jadeed Feed Industries (Pvt.) Limited 7-Allied Plaza, Chandni, Chowk, Muree Road, Rawalpindi T: 051-4851280-83	Jang Karachi Sunday February 14, 2010 page 32
----	---	---	---	------------------	---	--

### JOB IN RAWALPINDI / ISLAMABAD

15	Job Title : <b>Accounts Executive</b> Job Location : Islamabad Min. Qualification : N/M* Min. Experience : 2 to 3 years	<ul style="list-style-type: none"> <li>• Working knowledge of accounting / financial software.</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> </ul>	February 28, 2010	PO Box No.1548, Islamabad.	Dawn Karachi Sunday February 14, 2010 page 12
----	--	---	---	----------------------	-------------------------------	--

## JOB IN RAWALPINDI / ISLAMABAD

Sr	Job Summary	Job Description	Application Req:	Apply By	Organization / Contact	Source
16	Job Title : <b>Accountant</b> Job Location : Rawalpindi Min. Qualification : Commerce Graduate Min. Experience : 2 years	<ul style="list-style-type: none"> <li>• Experience in manufacturing organization.</li> </ul>	<ul style="list-style-type: none"> <li>• CV</li> <li>• Recent photograph</li> </ul>	March 2, 2010	Jadeed Feed Industries (Pvt.) Limited 7-Allied Plaza, Chandni, Chowk, Muree Road, Rawalpindi T: 051-4851280-83	Jang Karachi Sunday February 14, 2010 page 32
17	Job Title : <b>Accountant</b> Job Location : Rawalpindi Min. Qualification : Commerce Graduate Min. Experience : 2 years	<ul style="list-style-type: none"> <li>• Experience to handle Tax / Corporate matters.</li> </ul>				
18	Job Title : <b>Accountant</b> Job Scale : BPS - 16 Job Type : Contract basis Job Location : Islamabad No. of Position(s) : 1 Age : 18 to 30 years Min. Qualification : Commerce Graduate Min. Experience : 2 years	<ul style="list-style-type: none"> <li>• Relevant experience in any government organization / private organization.</li> </ul>	<ul style="list-style-type: none"> <li>• Applications on the prescribed proforma (see newspapers).</li> </ul>	Within 15 days of the publication of this ad.	<b>Rasool Bux Brohi</b> , Deputy Director (A&G) National Volunteer Movement, Ministry of Youth Affairs, Government of Pakistan, 9-A, Building, F-7 Markaz, Jinnah Supper Market, Islamabad. T: 051-9102412 F: 051-9102409	Dawn Karachi Wednesday February 10, 2010 page 19
19	Job Title : <b>Finance Assistant</b> Job Type : Contract (likely to be extendable) Job Location : Islamabad No. of Position(s) : 1 Age : 18 to 25 years Min. Qualification : Commerce Graduate Min. Experience : 1 year Salary : Rs.14,000/- (Per Month)	<ul style="list-style-type: none"> <li>• Relevant experience in Admin section of Govt. / Semi-Govt. organization.</li> <li>• Knowledge of MS Excel, MS Power Point and MS word is required.</li> </ul>	<ul style="list-style-type: none"> <li>• Application submitted on prescribe format (see newspaper or visit Ministry's website) with complete CV</li> <li>• Attested copies of degrees / certificates.</li> </ul>	Within 15 days of the publication of this ad.	<b>Mr. Saeed Ahmad Malik</b> Section Officer (Admn-IV), Ministry of Environment Government of Pakistan L.G.. & R.D. (Complex) Sector G-5/2, Islamabad. T: 051-9245525 W: <a href="http://www.moenv.gov.pk">www.moenv.gov.pk</a>	Dawn Karachi Thursday February 11, 2010 page 18 Business

## JOB IN QUETTA

20	Job Title : <b>Finance / Admin Assistant</b> Job Location : Quetta Min. Qualification : N/M Min. Experience : N/M	<ul style="list-style-type: none"> <li>• For TOR with skills and competencies required for the position, please visit the UN's website.</li> </ul>	<ul style="list-style-type: none"> <li>• CV / P11 form, supported by a cover letter</li> </ul>	February 21, 2010	<a href="http://jobs.un.org.pk">http://jobs.un.org.pk</a>	News Karachi Sunday February 14, 2010 page 1
----	--	--	--	-------------------	---	--