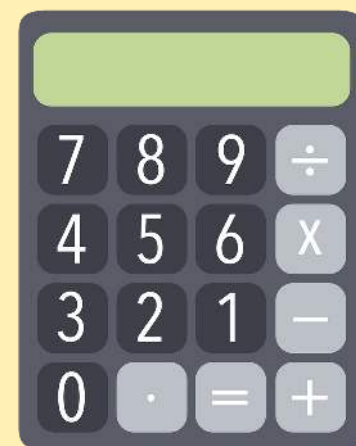


Yuen Zheng Da Industries SB

NO.8 JALAN TUN TEJA 1/KU16,
PERDANA INDUSTRIAL PARK,
42000 PELABUHAN KLANG.

WE'RE HIRING!

ACCOUNT ASSISTANT



Keep accurate records for all daily transactions

Prepare payment voucher, process invoices

Maintain accounts payable and accounts receivable

Maintain systematic filing of all accounting documents

Handle other daily accounting duties and any ad-hoc task

*Those interested may scan the QR code for recruitment form or email to
finance.yuenzhengda@gmail.com or contact +60 11 2151 4074 (Mr. Sean) for more details.*

Requirements:-

- At least Diploma in Account or equivalent qualification
- Fresh graduates are welcome to apply
- Possess good knowledge of basic bookkeeping procedures
- Able to speak in Mandarin, English, and Bahasa Melayu
- Able to work as soon as possible

Other Information:

- EPF, SOCSO, EIS is given
- Hostel provided with wifi, air conditioner, and meals
- Working days: Monday to Friday, Alternative Saturday
(from 8.30 am to 7 pm, 1.5 hours lunch break)

