

Intern for Account Dept

Key Responsibilities:

1. Data Management:

- Help maintain accurate financial records and databases.
- Assist in reconciling accounts and resolving discrepancies.
- Assist in data migration of accounting software

2. Reporting:

- Prepare and assist with the generation of regular financial reports.

3. Administrative Support:

- Perform clerical tasks such as filing, data entry, and document preparation.
- Assist in organizing and managing financial documentation.
- Assist in fixed assets tagging

4. Compliance and Audit:

- Support the finance team in ensuring compliance with financial regulations and standards.

5. Team Collaboration:

- Work closely with finance team members and other departments to complete projects.

Qualifications:

- Currently pursuing a degree in Finance, Accounting, Economics, or a related field.
- Proficiency in Microsoft Office Suite (Excel, Word, PowerPoint); experience with financial software is a plus.
- Excellent attention to detail and organizational skills.
- Strong written and verbal communication skills.
- Ability to work independently and as part of a team.