



PR/158984 | Account Executive (Fresh Graduate)

Job Information

Recruiter[JAC Recruitment Malaysia](#)**Job ID**

1541048

Industry

Real Estate Brokerage, Management

Job Type

Permanent Full-time

Location

Malaysia

Salary

Negotiable, based on experience

Refreshed

May 20th, 2025 12:40

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

COMPANY OVERVIEW

A company in Kinrara, Puchong is seeking an account executive to manage both active and dormant accounts.

JOB RESPONSIBILITIES

- Handle full set of accounts
- Perform accounting data entry.
- Ensure daily accuracy of cash books for receipts and payments.
- Prepare tax analysis for relevant accounts.

- Assist in accounts payable and bank reconciliation.
- Prepare monthly management accounts.
- Coordinate year-end audit.
- Implement policies, activities, procedures, and instructions as required by the quality management system.

JOB REQUIREMENTS:

- Minimum qualification: Certificate, LCCI, Diploma, Advanced Diploma, Degree, or higher in accounting.
- 3 months to 1 year of experience in accounts.
- Possessed Own transportation.
- Proficiency in Chinese.

#LI-JACMY

#StateSelangor

Company Description