



## PR/158984 | Account Executive (Fresh Graduate)

### Job Information

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

1548331

**Industry**

Real Estate Brokerage, Management

**Job Type**

Permanent Full-time

**Location**

Malaysia

**Salary**

Negotiable, based on experience

**Refreshed**

July 8th, 2025 16:38

### 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

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Company Description