

Career Opportunity @ Dihan Shah Properties Ltd.

Dihan Shah Properties Ltd. is one of the fastest growing real estate development company in Bangladesh since 2013. Specializes in developing exclusive apartment and commercial complexes in prime locations of Dhaka City with proven state-of-the-art design and techniques. We maintain full time staff of real estate professionals who continually strive to provide top quality service for our valued clients and customers. Now to meet our growing demands of manpower, we are looking for you against the position and requirements stated below.

1. Assistant Project Accountant (Inventory)

B. Com (Pass) with minimum 03 years of experience in Real Estate sector.

- Only males are allowed to apply
- Good communication & negotiation skill
- Ability to work under pressure
- Must have computer knowledge
- Receive materials properly and accurately as per purchase order
- Prepare Materials Receiving Report(MRR)
- Maintain Materials Stock Register and other necessary register
- Maintain Project Store properly
- Prepare monthly Inventory report
- Maintain Petty cash of the project
- Check and verify all bills & voucher for accuracy
- Able to maintain and supervise the subordinates of the project
- Any other task assigned by the management.

APPLY NOW

For more details visit www.dihanshah.com & send your CV to info@dihanshah.com mentioning the position name in the subject line.

Deadline: February 09, 2022