

# VACANCY



## Deeshakthee Lanka Agencies Pvt Ltd

### Colombo Office

We are one of reputed company of the Foreign Employment Service industry in Sri Lanka. We are looking for high caliber self-motivated and energetic Individuals for immediate recruitment to fill the below Positions in Colombo Head Office and Branch Office.

#### ASSISTANT ACCOUNTANT/ACCOUNTING ASSISTANT (Male)

##### QUALIFICATIONS AND ATTRIBUTES:

- Should have Degree of Accountancy or Other equal qualification on same Subject from reputed institute.
- Should be full or part qualification of CA/CIMA/HNDA
- Minimum 4 years' experience handling finance segment, monthly management accounts.
- Familiar with computerized Accounting system (QB/SAP etc.)
- Good oral and written communication skills in Sinhala/English.
- Proactive result orient and ability to work under pressure with minimum supervision.
- Proven team player with ability to engage with and drive the best from office colleagues.
- Age not to exceed 35 years.

#### Management Assistant – Male/Female

##### QUALIFICATIONS AND ATTRIBUTES:

- Should have Degree or Other equal qualification on any Subject from reputed institute.
- GCE A/L from any Stream with minimum simple pass for all subject.
- Should have followed a Computer Course in Ms Office package and Familiar with working ERP System.
- Experience of management assisting and documentation work of office would be considered.
- Excellent communication Skills and ability to deal with both customers and office staff.
- Attractive out fit for the job role.
- Age below 30 years.
- Ability to work under pressure and be target orient

#### Marketing Officer Male/Female

##### QUALIFICATIONS AND ATTRIBUTES:

- Should have Degree of Marketing Management from reputed institute.
- Should have followed a Computer Course in Ms Office package and Familiar with working ERP System.
- Need language skills in English verbal and written.
- Experience of marketing and documentation work of office would be considered.
- Excellent communication Skills and ability to deal with both customers and office staff.
- Attractive out fit for the job role.
- Age below 30 years.
- Ability to work under pressure and be target orient

#### Receptionist/Call Center Operators

##### QUALIFICATIONS AND ATTRIBUTES:

- Should be pass GCE A/L in any subject Stream.
- Should have followed a Computer Course in Ms Office package and Familiar with working ERP System.
- Should be skills on Computer Type setting Sinhala and English.
- Excellent communication Skills and ability to deal with both customers and office staff.
- Attractive out fit for the job role.
- Age below 30 years.
- Ability to work under pressure and be target orient

The successful candidate can look forward to an excellent remuneration package and other fringe benefits commensurate with performance. Please forward your complete resume (**PDF Format**) giving details of two non-related referees to the following email address and WhatsApp No within **7 days** of this advertisement.

Head of HR

Deshakthee Lanka Agencies Pvt Ltd

Email – [deshaktheehr@gmail.com](mailto:deshaktheehr@gmail.com)

WhatsApp - 0718102606