

MANAGEMENT TRAINEE REQUIRED

Canthus Management Services Pvt. Ltd is a BPO company that provides back-office support to one of the fastest-growing Healthcare Groups in the UK, **Kingsley Healthcare**.

We are an **ACCA Approved Employer** and is looking for a dynamic, self-motivated persons with the right attitude to come on board as Management Trainee



Professional Development

CANDIDATE REQUIREMENTS

- ✓ Part qualified in CIMA, CMA, ACCA or any other management qualification.
- ✓ Excellent Communication in English in both written & oral is a must.
- ✓ Knowledge & Experience in working with Computerized Systems.
- ✓ Good Interpersonal skills.
- ✓ Age below 26 years.

RESPONSIBILITIES

- ✓ Recording of payments and revenue on daily basis.
- ✓ Identification & Recording of the Income for the group.
- ✓ Updating making the necessary changes to the Income Profiles.
- ✓ Following up the required documents from the Income Sources.
- ✓ Producing & Communicating the Weekly Income Reports.
- ✓ Follow up the Outstanding Debts.
- ✓ Payroll related work in HR programmes.

The successful candidate would be offered with competitive remuneration package based on qualifications and working experience.

Email your CV with details of two Non – related referees to info@canthusonline.com



Canthus Management Services Pvt. Ltd
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