

VACANCY (TAMIL/SINHALA)

Deeshakthee Lanka Agencies Pvt Ltd



TRAINING CENTER (KALMUNAI/TRINCOMALEE)

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 **FROM AMPARA ,BATTICALOW AND TRINCOMALEE DISTRICTS FOR THE DEESHAKTHEE LANKA TRAINING CENTERS.**

CENTER MANAGER (Male/Female) - TAMIL

QUALIFICATIONS AND ATTRIBUTES:

- Age should be in below 55 years
- Should have qualification of Management Degree, High Diploma or any other equal professional qualification
- Over 10 years' experience in management job role.
- Should be have excellent communication skills in English ,Sinhala and Tamil.
- Should be sufficient Computer Literacy level for the Job role.
- Should have to be well documentation skills for the Manager job role.
- Need excellent PR skills and ability to handling position in full time.
- Experience of foreign Employment segment should be special attribute.

ASSISTANT ACCOUNTANT/ACCOUNTING ASSISTANT (Male – Sinhala/Tamil)

QUALIFICATIONS AND ATTRIBUTES:

- Should be full or part qualification of CA/CIMA/HNDA
- Minimum 5 years' experience handling finance segment, monthly management accounts, cash flow budgeting and forecast.
- Familiar with computerized Accounting system (QB/SAP etc.)
- Good oral and written communication skills in Tamil/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 (TAMIL/SINHALA)

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

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

Deeshakthee Lanka Agencies Pvt Ltd

Email – deeshaktheehr@gmail.com

WhatsApp - 0718102606