



**Choon Hua Food Products Sdn Bhd**  
Sublot Nos.112-114 (Survey Lots 831-833),  
Of Parent Lot 714 Block 8  
Muara Tebas Land District,  
Demak Laut Industrial Park, Jalan Demak Laut,  
Kuching, Sarawak

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We, an established trading group of companies involved in the distribution of Brands of Frozen Goods in Sarawak are seeking suitably qualified and genuinely interested candidates to join and grow with us as:

### **ACCOUNTS ASSISTANT/OFFICER (based in Demak Laut)**

- Certificate/LCCI/Diploma/Degree or equivalent in related field
- At least one (1) year of working experience OR fresh graduated are encourage to apply
- To maintain records of all financial documents with appropriate supporting materials
- To manage cash flow and bank reconciliation
- To prepare journal/data entries and ensure entries are correct and comply with the corporate timetable for monthly report
- To prepare all the data related with external auditors, tax and company secretary to ensure compliance on all matters relating to audit, taxation and statutory requirements, and
- Pleasant personality, fast learner, able to work under pressure with minimum supervision

Interested applicants are invited to email a detailed CV stating current and expected salary, a passport-sized photograph and contact number to **hr.app2011@gmail.com** or **082-433288**.

***\*\*\*Only shortlisted candidates will be notified.***