



LKF & PARTNERS (NF 1351)

Care. Passion. Accountability.
CHARTERED ACCOUNTANTS

Unit 17-06, Menara K1, No. 1, Lorong 3/137C, Off Jalan Kelang Lama, 58000 Kuala Lumpur.

Tel : 03-7773 2813

Fax : 03-7772 1312

Email : info@kfp-artners.com.my

LKF & Partners

Company Overview

LKF & Partners is an establish and progressive professional Chartered Accountants firm based in Kuala Lumpur that offers accounting, consulting, corporate services and international business advisory. We offer the service for the small to middle market business and affluent individuals and specialize in finding solutions to business. Our individualistic and holistic approach allows us to be a true advisor for you or your business.

Why join us?

We are expanding to serve the small to middle market clients and would like to grow our team. We believe strongly in value creation for our clients therefore we believe in providing best-of-class training and development for our people.

Being offering various professional accounting related services, including cross border Business Advisory and on China and Hong Kong and the formation of Offshore Companies,

We will be able to identify talents globally and locally within various sectors of professional services, our expertise is in bringing together excellent talent for ideal job and provide relevant training and skill in the industries.

We believe in consistency, transparency and outstanding delivery to our clients and candidates.

In line with our expansion and quest for quality and excellence, we are seeking dynamic individual to join our team. We offer friendly and good working environment.

Accounts cum Admin Executive

(To be based in Head Office, Kuala Lumpur)

Key responsibilities:

- To handle full set of accounts include GST transaction and submission
- To assists administration functions, including human resources matters
- To assists in preparing monthly management report
- Supervise works of accounts and admin staffs
- To maintain and upkeep proper filing and proper documentation
- Administer date to system& upkeep documents systematically
- Assists in any ad hoc duties as assigned by the partners



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Requirements:

- Candidates possesses a minimum of completed Professional qualification (ACCA, MICPA, CPA or equivalents/Bachelor Degree in Accounting
- At least 2-3 years of working experience in the related field
- Preferable candidates with working experience in accounting firm
- Able to speak and written English and Bahasa Malaysia, able to speaks and written Mandarin is an advantages
- Computer literate & Knowledge in operating SQL accounting software and Microsoft office is an advantages
- Able to work independently
- Pleasant personality with good communication, interpersonal and leadership skills
- Possesses good working attitude and willing to learn
- Professionalism, proactive, dependable, integrity, trustworthy and cooperative attitude is highly desirable

Interested candidates are invited to e-mail detailed resume together with recent photograph to:

info@lkf-partners.com.my or to the address below or call 03-77732813 for an interview appointment: -

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