

فۆرمى تۆمارکردنى كۆمپانىيا

NAME ناو :Energy Logistics
Company

PHONE تەلەفون : 0750 449 0214

EMAIL ئىمەيل :
Sman@energylogistics-iq.com

COMPANY INFO

زانىارى كۆمپانىيا

ADDRESS ناو نىشان / 99 English
village , Gulan Street. Erbil KRG

CONTACT PERSON پەيوەندىدار
كەسى سامان ئابدۇللا
Saman Abdullah

JOB DESCRIPTION

وەسفى كارەكە

ion of the job:

- Preparing daily report for office and employee expenses such as food allowance ,
- Arranging Box files for daily report and accounts payable
- Ensure all filling (receipts and forms is done in a timely and accurate manner

TASKS AND RESPONSIBILITIES

تەرك و بەرپەسارىتى

What are the main responsibilities/tasks?

- Assist accountants and prepare financial data and report
- Provide assistance to prepare financial statements according to company policies.
- Prepare management reports related to accounts payable and receivable
- Maintain files and invoices and prepare records for manager.

NUMBER

OF INTERNS

ژمارەى راھبەنراوان

How many interns can your company accommodate?

- One (1) only for Finance Dept.

MAJOR AND EDUCATION

پەسپۆرى و بوارى

پەروەردە

What major(s) can apply?

PAYMENT

ھاوکارى دارابى

Are you willing to pay the interns?



YES! How much? 20 .000 ID per day



NO