



Rahat Voyage LLP Vacancy for an Accountant!

Responsibilities:

- accounting of the company's financial transactions is in accordance with the current legislation;
- preparation and submission of reports to tax authorities and statistics;
- calculation of employee salaries;
- control over the execution of the budget and financial plans;
- Participation in audits and preparation of necessary documents;

Requirements:

- Higher education in accounting;
- Work experience: no work experience
- Knowledge of legislation in the field of accounting and taxation;
- Confident knowledge of Microsoft Excel, 1C:Accounting programs;
- Analytical and communication skills;

Conditions:

- Official employment in accordance with the Labor Code of the Republic of Kazakhstan;
- Work schedule: full-time;
- Fixed salary for youth practice;
- Friendly team and opportunities for professional development;

Rahat Voyage LLP is a vacancy for a Lawyer!

Requirements:

- Educated employees (knowledge of modern communication tools, ability to work in state portals, etc.);
- What knowledge and qualities should they have:
 1. Excellent communication skills;
 2. The ability to negotiate at any level;
 3. The ability to work with government agencies, with clients;

4. Knowledge of languages preferably Russian / Kazakh;
5. Activity and initiative;
6. Excellent self-learning abilities;
7. Knowledge and ability to use modern methods of communication: social networks, messengers, the ability to quickly find the necessary information, promptly respond to force majeure situations.

Conditions:

- Work under an employment contract in accordance with the Law of the Republic of Kazakhstan;
- Fixed salary for youth practice;
- Work schedule: full day.

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