

# G. H. EE DAN RAKAN RAKAN

Chartered Accountants (AF 1493)

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A Firm Registered with the Malaysian Institute of Accountants

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## Our Company Overview

We are an established Professional Firm registered with MIA since Year 2003. We provide clients with a comprehensive range of services pertaining to auditing and tax. We are committed to provide high quality and cost-effective services. Our large clients base ranges from family-controlled business to medium-sized companies and from a diverse industry segment. We strive to ensure that our staffs are trained for their respective assignments through systematic training and coaching with new technical and technological developments.

## Job requirements:

- Knowledge of computers, familiarity with Microsoft Office, and familiarity with AXP audit software is an additional advantage - Highly dedicated, positive attitude, self-discipline and honesty, methodical, self-motivated, and able to complete the work within the specified time limit.
- Excellent team player with good analysis and communication skills and promote excellent customer service.

## Key Responsibilities

- Assist in planning and execution of audit engagements
  - Assist and report progress to seniors, sharing responsibilities among team members.
  - Interact with clients to collect all necessary information/data.
- Conduct audit procedures, clearly and accurately document works executed and audit findings, finalising audited financial statements.

Contact point :

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