



الساحل والشرق الاوسط للاجهزة الكهربية (م.م.د) Coast & Middle East Elect. Devices.LLC

Complete Solution Providers for Electro -Mechanical & IT
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Sharjah - U.A.E. Email :camed@eim.ae, www.cameduae.com



TRN : 100389252600003
Offer-Letter

13/07/2021

Ms. Abiya Rajan.

With reference to CV and subsequent your interview with us, we are pleased to offer you as an **Accountant / Purchase In charge** in our organization on the following terms and conditions:

Date of Joining: 07/07/2021.

Salary PM : AED 2500.00 (Basic AED 1500.00 + Allow. AED 1000.00)

Leave salary: 30 days after every 11 months.

Ticket : Return Economy class Air Ticket once In two years.

Accommodation: By You.

Transportation: By You

Probation/Confirmation: You will be on a Probation period for the first three months. Based on your performance your services will be confirmed with the company in written once probation period is over.

During the probation period your services can be terminated with seven days notice on either side and without any reasons whatsoever. If your services are found satisfactory during the probation period, you will be confirmed in the present position and you will get addition AED 500.00 allowance per month as a confirmation gesture.

Absence for a continuous period without prior approval of your superior, (including overstay on leave) would result in your losing your lien on the service and the same shall automatically come to an end without any notice or intimation.

You will have to submit one-month notice, prior to leaving the services of the Company. You will be obliged to pay complete visa expenses if you are terminated or resigned from the post within two years from the date of joining.

Leave: You will be eligible to the benefits of the Company's Leave Rules on your confirmation in the Company's Service.

Main Job Tasks and Responsibilities

- 1 You are sole responsible for all Account activities including handling of ERP software Falcon and Tally Prime.
- 2 You will be completing all activities of entering ledgers, receipts and invoices on daily basis
- 3 Cash invoices and petty cash has to be monitored on daily basis and update Management on regular intervals.
- 4 You are responsible for all accounts Auditing with external auditors after verifying the official document including VAT input and VAT out put as per UAE regulations.



- 5 Bank reconciling, Creditor's payment, Debtor's payment follows up has to be completed as and when required without delay.
- 6 Monitor CAMED Inventory on regular basis by checking proper part numbers and quantities.
- 7 Apart from these you have to prepare all local as well as export Purchase Orders and keep track of all the incoming and outgoing material on dally basis.
- 8 Maintain cost data base by entering and backing up data.
- 9 Maintain technical knowledge by reading educational workshops through inter net and through direct product exposure.
- 10 Attend and solve all the client's queries related to the Financial Issues.
- 11 Contribute to team effort by accomplishing related results as needed.
- 12 Keep good relation with all the colleagues and customers.
- 13 Involve in day-to-day activities with everybody including delivery.
- 14 Be punctual at work and humble with Customers.
- 15 Your performance will be appraised quarterly and informed to you on regular intervals.
- 16 You will be directly reporting to Mrs. Kiran R Saple.

The management has right to terminate your contract if found you irresponsible toward your duties. The Management has full right to deduct the Visa charges (AED 8500.00) if you discontinue your service in less than 24 months period.

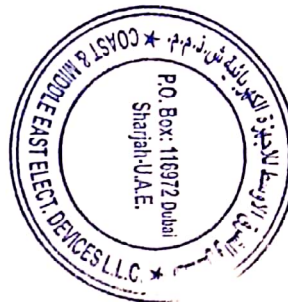
Company will apply for your Visa based on your Credentials and Attested Documents as per UAE Labor law. We are not responsible if your visa gets rejected due to improper or duplicate documentation, if any.

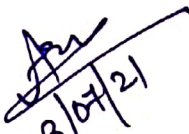
Please sign and return to the undersigned the duplicate copy of this letter signifying your acceptance.

We welcome you to **CAMED** family and look forward to a fruitful collaboration.

With best wishes,


For Coast & Middle East Elect. Devices L.L.C,




13/07/21