



Mitsui & Co. (Malaysia) Sdn. Bhd.

Level 29, Menara Hap Seng 2, Plaza Hap Seng,
No. 1, Jalan P.Ramlee, 50250 Kuala Lumpur

INTERNSHIP OPPORTUNITY

Accounting & Finance Division (3-6 months)

Responsibilities

- Assist in **bookkeeping** and support **daily operations** within the department
- Assist **monthly closing process** for accounts payable and accounts receivable
- Verify **accuracy and completeness of supporting documents** for business transactions
- Perform **bank statement reconciliations**
- Maintain organized and up-to-date **filing & documentation systems**
- Provide support for **ad-hoc tasks** as assigned by supervisors

Requirements

- ✓ Accounting & Finance course
- ✓ Good communication skills
- ✓ Microsoft Excel, ERP Knowledge
- ✓ Detail-oriented
- ✓ Strong organisational skills
- ✓ Eager to learn



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hrrecruit-klpaj@dg.mitsui.com