Accounting and Administrative Officer (Fluent in Turkmani & Dari/Pashto)

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Phone :
Web :

Job Summary

Vacancy :
Deadline : Aug 05, 2025
Published : Jun 18, 2025
Employment Status : Full Time
Experience : Any
Salary : As per organization salary scale
Gender : Any
Career Level : Any
Qualification :

Job Description

About Afghan Almasi Zahedi:

Afghan Almasi Zahedi LTD is a trusted Afghan trading company established in 2013. With a focus on importing high-quality goods, the company supplies a wide range of essential products including **chemical fertilizers, oil, food materials**, and other industrial and consumer goods. Committed to reliability and customer satisfaction, Afghan Almasi Zahedi plays a key role in supporting Afghanistan's agricultural, commercial, and industrial sectors.

Job Description:

We are seeking a reliable and detail-oriented **Accounting and Administrative Officer** to join our team. The successful candidate will be responsible for managing financial records, assisting in daily operations, and ensuring effective communication with local clients and partners in **Turkmani** and **Dari/Pashto**.

Key Responsibilities:

• Maintain accurate financial records and documentation
• Prepare and process invoices, receipts, and payment transactions
• Assist in budget tracking, reporting, and financial planning
• Support day-to-day administrative tasks and office management
• Ensure compliance with accounting procedures and organizational policies
• Communicate with clients, partners, and local stakeholders in Turkmani and Dari/Pashto
• Maintain organized files for accounting and operational documents
• Collaborate with management for monthly and quarterly financial reviews

Job Requirements:

• Bachelor's degree in **Accounting, Finance, Business Administration**, or a related field
• Minimum **1 year of experience** in accounting, finance, or administrative roles
• Fluency in **Turkmani** and **Dari or Pashto** (spoken and written)
• Strong knowledge of accounting principles and bookkeeping practices
• Proficiency in **MS Office (Excel, Word)** and accounting software is a plus
• High attention to detail and excellent organizational skills
• Ability to work independently and as part of a team
• Strong interpersonal and communication skills

Submission Guideline:

Please submet your CV to the following email
almasicommercial.ltd@gmail.com

for more info, contact us via whatsapp: +93773191498

Submission Email:

almasicommercial.ltd@gmail.com

Education & Experience

Must Have

Educational Requirements

Compensation & Other Benefits