



## Vacancy summary

# Office Administrator cum Accountant

GE01259581



Georgia, Tbilisi

**Gender :** Woman

**Education :** Bac + 3 License

**Experience :** 1 year - 3 years

**Industry :** Recruitment / ai and employment agencies

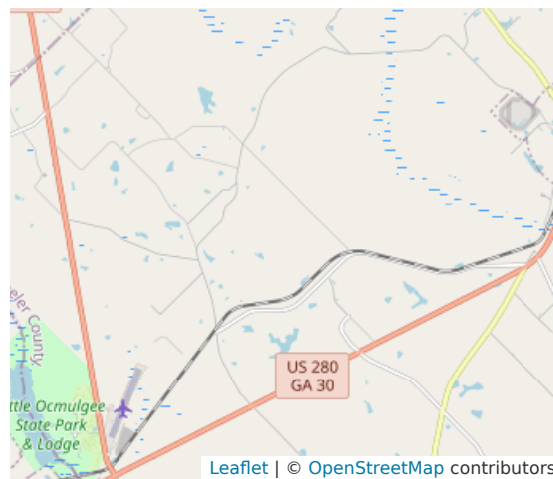
**Position :** Personnel / Human Resources

**Mobility :** Regional

**Contract :** Long term

**Availability :** Full Time

## Vacancy location



## Vacancy details

VAM Systems LLC is currently looking for Office Administrator cum Accountant for our Tbilisi office.

Skill Set required:

Speaking English is a must

2+ years of relevant experience in Accounting (including all tax filings and other statutory filings) and Office Administration in Georgia

Should you be interested this opportunity Please send your resume with MS Word Formatt at the earliest at [biju.lal@vinirma.com](mailto:biju.lal@vinirma.com)

## Contacts

**mobile:** (+91) 094477 90960

**phone:** (+91) 0471 401 2246