

Urgently looking for Finance Officer/ Coordinator for SINA Health, Education and Welfare Trust.
Requirements are as follows:

Qualifications: ACCA Qualified/ Part Qualified, CIMA, ICMA.

Experience: 2-3 years in the relevant field. (NGO Preferred)

Location: Karachi (Clifton)

Salary Package: 30K-40K.

Main Job responsibilities would be as follows:

- Maintenance of fixed assets records
- Inventory control in ERP.
- Maintenance of proper filing and record keeping.
- Liaison with departments to gather financial data.
- Assist in preparation of accounts.

Interested candidates can send their resumes to careers@sina.pk with mentioning the designation applied for in the subject

Urgently Looking for Network IT Officer for our organization Experience 1-2 years in the relevant field.

Location: Karachi/ Clifton Near Bilawal House.

Salary Bracket: Rs. 30,000 – 35,000/-

Should have his own bike and willing to travel to urban city locations.

Interested candidates should send their resume to careers@sina.pk mentioning the designation in the subject.

We are looking for Marketing Intern (4 to 6 weeks) for SINA Health, Education & Welfare Trust.

Requirements:

Should be proficient in MS OFFICE. Knowledge of Photoshop would be an added benefit.
Should be good at communications, coordination and be able to work under tight timelines.
Candidates from Clifton / Defense will be preferred.

Location: Karachi/Clifton near Bilawal House

Interested candidates can send their resumes to careers@sina.pk with mentioning their designation applied for in the subject

Looking for Procurement Officer / Supply Chain Officer for our organization

Experience 1-2 years in the relevant field

Education: Minimum Bachelors

Location: Karachi/ Clifton Near Bilawal House

Skills Required: Vendor Management, multitasking, command on MS Office specifically Excel,
Good communication skills, negotiation skills.

Interested candidates should send their resume to careers@sina.pk mentioning the designation in the subject.