



WE'RE HIRING!

JOIN OUR TEAM

Leo Trading Pvt. Ltd. is looking for dynamic, highly motivated individuals who are passionate about people and organization development to join our team

CASHIER

Key Responsibilities

- Handle daily cash, cheque, card, and other payment transactions accurately.
- Accept and settle payments against approved quotations, invoices, receipts, and supporting documents.
- Ensure all daily sales are reconciled with the payments collected (cash as well as other payment methods such as bank transfers)
- Maintain daily cash records and ensure cash balances reconcile with the system.
- Prepare daily cash reports and submit them to the Finance Department.
- Safeguard company cash and ensure proper custody of cash and financial documents.
- Verify transactions and ensure compliance with company financial procedures.
- Perform other finance and cashier-related duties assigned by management.

Requirements

- Minimum O-Level/Grade 10 qualification; accounting or finance-related qualification is an advantage.
- Previous experience as a Cashier, Finance Assistant, or similar position is preferred.
- Basic knowledge of accounting and cash-handling procedures.
- Good numerical and record-keeping skills.
- Experience using accounting/ERP software such as Odoo and Quebee is an added advantage

Salary : Negotiable

We offer a great opportunity to succeed with a company that focuses on career development and growth.
If interested, you can apply through our mail

Application Deadline: 22nd August 2026

Suitable candidates are invited to send their applications to:

jobs@leotrading.mv