



Post : Accounts Executive

AL ISLAM CHEMI LTD.

Vacancy : 05 Persons

Job Context:

The Company is looking for a ENTHUSIASTIC person for Dhaka office who has major in any field of Finance, Accounts, Commercial or relevant background. This person should have excellent verbal and written communication skills, with basic knowledge of Accounting Software, Word and Excel.

Job/Work Location:

Dhaka Office : Al Islam Chemi Ltd.

House # 65 (2nd Floor), Road # 14/1, Block # G, Niketan, Gulshan, Dhaka – 1212, Bangladesh.

Job Description / Responsibility

- Prepare daily expenditure summary sheet.
- Handling petty cash.
- Update General Ledger for the Month.
- Maintaining Books of Accounts (Cash Book, Ledger Book, Cheque Register, Stock Register)
- Prepare monthly Vat return & Submit on Vat circle office.
- Must have sufficient knowledge on MS. Word, MS. Excel and Accounting Software.
- Prepare accounts for Internal & Income Tax Audit Documents.
- Prepare all kind of Import (LC Application Form, LCAF, Undertaking Form, CIB Form) & Export (EXP and Commercial documents) as per LC terms & conditions and buyers' guideline.
- Keep record and prepare all types of statement relating to export and any other if necessary.
- Well documentation of all accounting and financial papers and documents of the Company.
- Maintenance of accounts in books and register manually, Accounting Software and Excel.
- Any other duties assigned by the Management.

Job Nature: Full-time

Educational Requirements

- BBA and MBA in Accounting from any University.

Experience Requirements: 03 - 05 years

Job Requirements

- Age At most 25 to 35 year(s)
- Both Males and Females are allowed to apply.
- Applicants must be honest, hard worker and smart in attire.
- Applicant should have experience of Accounts & Commercial work.
- Candidate will be Capable to take responsibilities from Management according to position.
- Any others activities that are assigned by management
- Oral and written communication skills in English and Bengali
- Good interpersonal and communication skills
- Ability to work under pressure environment.

Salary: Negotiable

Compensation & Other Benefits:

- Mobile bill
- Salary reviews Yearly
- Festival Bonus: 02 (Eid Ul Fitar and Eid Ul Azha)
- Quarter and Yearly bonus on sales
- Earn leave salary will get 05 month on running salary after 5 years.
- Commission from sales team.