

## **Executive, Accounts**

# **Escape Bangladesh Limited**

### **Vacancy**

Not specific

### **Job Context**

We are looking high professional, expert, dynamic, intelligent and self-motivated person.

### **Job Responsibilities**

- Maintain all books of accounts, Balance Sheet, Monthly Report, Quarterly Report, register, ledger following accounting standard and accounting principles and policies of the organization.
- Preparation of financial statements and necessary reports periodically, preparation of Financial Models using computer software in different aspects as required by the management.
- Ensure accounting accuracy in all transactions entered into the system and ensure the same is posted before month-end.
- Making Monthly salary sheet for all portfolio of the company.

### **Employment Status**

Full-time

### **Educational Requirements**

- MBA / Master in Accounting/ Finance

### **Experience Requirements**

- 2 to 5 year(s)
- The applicants should have experience in the following area(s):
  - Accounts

### **Additional Requirements**

- Age Na
- Only males are allowed to apply.
- The applicants should have experience in the following business area(s):
- Group of Companies, Logistics

- Well Versed With TALLY Software.
- ERP Software, Finance/ Accounts, Tax (VAT/ Customs Duty/ Income Tax)
- Must be well experienced in Microsoft Excel Operation.
- Ability to work under pressure.
- Can do attitude, Able to take the challenge.
- Have the ability to work for extended hours.
- Candidate must be a Proactive, agile, and quick learner
- Candidate must have analytical and problem-solving skills along with priority setting skill

#### **Job Location**

Anywhere in Bangladesh

#### **Salary**

- Negotiable

#### **Compensation & other benefits**

- T/A, Mobile bill, Performance bonus
- Salary Review: Yearly
- Festival Bonus: 2 (Yearly)

## **Apply Procedures**

Potential candidates satisfying the job requirements are invited to apply with complete CV along with two passport size photographs and National ID card on to [hr@escapebd.com](mailto:hr@escapebd.com) or the Manager (HR & Admin), Escape Bangladesh Limited, Road#3, House#33, O R Nizam Road R/A, GEC, Chittagong.

Note: Mention the post on the top of the envelope or in the subject of the e-mail.

Or

Apply through using Company Website (<http://www.escapebd.com/job-opportunity/>)