

Position: Executive

Department: Accounts

ZAS Corporation Ltd. is a leading import-based pharmaceutical company focused on importing rare and unavailable medicines in Bangladesh. They have a wide range of product portfolios to use in emergency and critical condition in ICU, NICU, PICU & many more. They are very much popular in the segment of serving emergency life-saving medicines all over Bangladesh. They also have a range of products for Oncology, Neurology, Gynecology, Dental, Nutrition, Baby Care, Medical Devices etc.

Job Responsibilities

- To ensure that all books of accounts (ledger, journal etc.) are maintained entirely on up-to-date condition at all time
- Making balance sheet, income statement and budget variance report
- Ensure timely payment of all invoices followed by the expenditure procedure and make sure the payments are recorded in respective books
- Manages the cash flow for the site office by regular book keeping & timely closure of the monthly cash & bank books and reconciliations of advances etc.
- Ensure that all payment requests are substantiated with adequate supporting documents.
- Ensure that all receivables are timely collected/adjusted.
- Check different kinds of accounting voucher and adjusting entries.
- Check different sorts of bills vouchers.
- Accounts section in their day to day work and other activities when needed.

Educational Requirements

- Graduate from any reputed university (BBA/MBA)

Additional Requirements

- Advanced computer skills on MS Office, MS Excel, accounting software
- Proven knowledge of accounting principles, practices, standards, laws and regulations
- High attention to detail and accuracy
- Working ability in Pressure.
- Highly problem-solving power with good communication skills
- Energetic, creative, sincere and honest

Work Location

Head Office (Banglamotor, Dhaka)

Other Benefits

- Contributory Provident Fund
- Yearly Salary Review
- Yearly 2 Festival Bonus

Apply Online

Send your CV to career@zas.com.bd

N.B.: The name of the company, department & position should be mentioned in the subject line of the E-mail.