



★ WE ARE HIRING ★

Freshers Strongly Encouraged to Apply

# BUSINESS OPERATIONS & ACCOUNTS EXECUTIVE

📍 Dhaka | 📍 Chittagong | ⌚ Full-Time · Both Locations Open | 📅 0-2 Years Experience

📅 **DEADLINE: 30 JUNE 2026**

## ABOUT THE CORPORATE GROUP

The Corporate Group operates two companies — **The Corporate Advisory & Consultancy Limited** (providing Financial Advisory, Tax, VAT, Audit & Company Formation services) and **The Corporate Alliance Limited** (Export Trade & Supply Chain). We serve real estate, hospitality, trading, and CNG industries across Bangladesh. We build careers — not just fill positions.

## WHAT WE LOOK FOR

- ✔ Motivated, honest & detail-oriented individual
- ✔ Genuine interest in accounting, finance & business operations
- ✔ Willingness to **learn, grow & take responsibility**
- ✔ Organised, disciplined & committed to data confidentiality

## JOB RESPONSIBILITIES

- ✔ Maintain routine accounting records & supporting documents
- ✔ Assist in VAT, Tax & regulatory compliance work
- ✔ Prepare documentation for **E-GP tender support**
- ✔ Assist in export documentation — PI, CI, PL, bank & EPB papers
- ✔ Coordinate with internal teams across business functions
- ✔ Maintain proper filing, record-keeping & data confidentiality
- ✔ Perform operational tasks assigned under The Corporate Group

## QUICK INFORMATION

<b>Position</b>	Business Operations & Accounts Executive
<b>Location</b>	<b>Dhaka</b> (Green Road) & <b>Chittagong</b> (Kazir Dewri)
<b>Type</b>	Full-Time, Permanent
<b>Education</b>	BBA / B.Com (Accounting or Finance) · MBA / M.Com preferred
<b>Experience</b>	<b>0-2 Years — Freshers Welcome</b>
<b>Salary</b>	Competitive & Negotiable
<b>Computer</b>	MS Excel, MS Word (Essential)

## BENEFITS & WHAT WE OFFER

- ✔ Competitive salary
- ✔ 2 Festival bonuses / year
- ✔ Gratuity after 5 years
- ✔ Earned & Casual leave
- ✔ Mentorship & training
- ✔ Telephone allowance
- ✔ Travel allowance
- ✔ Clear career growth path
- ✔ Professional environment
- ✔ Long-term job stability

## PREFERRED BACKGROUND

- ✔ Experience in trading, service or documentation roles — **advantage**
- ✔ Knowledge of VAT / Tax basics — **advantage**

SEND YOUR CV TO

**Career@thecorporatealliancebd.com**

Subject Line: Business Operations Executive · [Dhaka / Chittagong]

For any query call : **+880 1324-441228**

### Dhaka Office

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### Chittagong Office

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