

 Truck Lagbe is Hiring 



Job Title: Intern, Finance & Accounts at Truck Lagbe

Department: Finance & Accounts

Location: Mohakhali DOHS, Dhaka

Job Summary

The Finance & Accounts Intern will support the finance team in billing, VAT documentation, data entry, and reconciliation activities. This role offers hands-on experience in accounting operations, VAT compliance, and financial record management under professional supervision.

Key Responsibilities:

- Prepare client invoices after verifying challans and supporting documents
- Assist in issuing Mushak 6.3 through VAT software
- Record Mushak 6.3, 6.6 & 6.7 entries in QuickBooks (under supervision)
- Maintain VAT-related records and support daily data entry
- Assist in monthly reconciliation of sales data (Invoice, DB & QB)
- Maintain organized digital & physical financial documents

Requirements:

- Ongoing or completed Bachelor's in Accounting/Finance/BBA
- Basic knowledge of accounting & VAT
- Good Excel skills (QuickBooks knowledge is a plus)
- Detail-oriented with strong organizational skills

 Salary: BDT 5,000 – 10,000

 How to Apply: Send your CV to career@trucklagbe.com