

Gadget N Gadget is looking for | Accounts And Administration Officer | **Freshers**

Salary: **20,000 - 30,000** TK Monthly

Job Location: Mirpur, Dhaka



Responsibilities:

- Spearhead the preparation and consolidation of financial reports by systematically collecting, analyzing, and interpreting data from MIS and multiple business divisions.
- Produce accurate and timely **monthly, quarterly, and annual financial statements**, ensuring alignment with organizational objectives and reporting standards.
- Develop **weekly and monthly divisional income statements** to track performance, identify trends, and support strategic decision-making.
- Manage financial correspondence with **overseas suppliers**, ensuring timely settlement of payments and effective resolution of discrepancies.
- Oversee the preparation and processing of **monthly payroll and operational expenses**, ensuring accuracy and adherence to company policies.
- Conduct thorough verification and validation of bills, invoices, and financial documents to maintain strong internal controls and compliance.
- Maintain organized and audit-ready financial records, ensuring transparency and accountability across all transactions.
- Assist in **budget preparation, forecasting, and financial planning**, providing insights to optimize cost efficiency and profitability.
- Ensure full compliance with applicable accounting standards, tax regulations, and internal financial policies.
- Support internal and external audit processes by preparing required documentation and responding to audit queries.
- Execute additional financial and administrative assignments as directed by senior management, demonstrating flexibility and professionalism.

Education

- Bachelor of Business Administration (BBA) in Accounting & Information System, Finance, Finance & Banking
- Master of Business Administration (MBA) in Accounting, Finance, Finance & Banking

Experience

- At least 1 year
- The applicants should have experience in the following business area(s): Mobile Accessories

- **Freshers are also encouraged to apply.**

Additional Requirements

- Age 23 to 32 years

Compensation & Other Benefits

- T/A, Mobile bill, Performance bonus, Tour allowance
- Lunch Facilities: Partially Subsidize
- Salary Review: Yearly
- Festival Bonus: 2

Interested candidates send your CV at gngoffice24@gmail.com and mention the position name in the subject line.

Application Deadline: **31 May 2026**