

We Are Hiring - Jr. Executive | Accounts

Fresh graduates are encouraged to apply.

Department: Finance & Accounts

Positions: Jr. Executive | Accounts

Location: Baridhara DOHS, Dhaka, Bangladesh

Salary: BDT 15,000

Working Days:

- Saturday to Thursday (6 days a week)

- 10:00 AM - 7:00 PM

About Shuttle: Shuttle is a fast-growing transport tech startup that provides innovative transportation solutions to businesses and individuals in Bangladesh. The company aims to revolutionize the way people move around by providing safe, reliable, and affordable transportation services. As part of its ambitious growth targets, the company is restructuring its Accounts department, and hence, looking for highly motivated individuals to join its Finance team.

Requirements:

Academic Qualification:

Bachelors of Business Administration (BBA) in Accounting or Finance.

Responsibilities & Context:

Preparation of Client billing & Vendor billing

Able to independently maintain cash & bank books

Able to maintain a sales & purchase register

Preparation of bank reconciliations & receivable reconciliation

Maintain proper accounting records and vouchers for future reference

Complete any other assignments given by management

Application Deadline: 15th April 2026

Apply Link: <https://lnkd.in/g3-nag8D>

