



Career Opportunity

Asset & Investment Management Services of Bangladesh Limited (AIMS of Bangladesh Limited), the pioneering private asset management company in Bangladesh is looking for young, energetic and innovative persons in different areas of operation.

AIMS invites application for the following positions:

Post Asst. Executive Officer – Accounts and Admin

The successful applicant is expected to:

- Prepare and maintain all kinds of voucher, cash and bank books, bank reconciliation statement, general ledger, party ledger, payroll, and financial statements.
- Keep record of cash transactions and disbursements.
- Ensure timely furnishing of periodic reports to the Management.
- Maintain HR and Admin related issues.

Qualifications:

- Should have 3 years' experience of accounts management with reputed companies.
- Should have a minimum bachelor degree (preferably in Accounting) from a reputed university.
- Should be a self-motivated professional having excellent communication skill.

Post Probationary Officer – Research

The successful applicant is expected to:

- Maintain database for research.
- Prepare fundamental analysis on listed and non-listed companies.
- Prepare technical analysis and various charts on market and listed securities.
- Prepare various compliance related documents.

Qualifications:

- Masters in Finance/BBA/MBA with major in Finance
- Strong analytical ability
- Excellent writing and interpersonal skill
- Experience, preferably in a financial institution, will be an added advantage

Post Probationary Officer – Customer Support

The successful applicant is expected to:

- Extend all-out support to the customers particularly to investors of funds.
- Verify KYC (Know Your Client) information of the prospective customers.
- Assist the back-office in maintaining various documents and database.

Qualifications:

- Should have a bachelor degree from a reputed university.
- Should be a self-motivated professional having excellent communication skill.

After successful completion of 18 months' probationary period, the candidate shall be inducted as a permanent employee of the organization. We are an equal opportunity employer.

If you feel ready to take up the challenge, please forward your CV (mentioning your desired position) to career@aims-bangladesh.com by **July 30, 2015**.

AIMS of Bangladesh Limited

Unique Trade Center (UTC) | Level 6 | 8 Panthopath | Karwan Bazaar | Dhaka 1216