



## 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](mailto:career@aims-bangladesh.com) by **July 30, 2015**.

**AIMS of Bangladesh Limited**

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