

BEGIN YOUR CAREER WITH



Sandhani Asset Management Limited, a new generation Asset Management Company in Bangladesh, is a subsidiary of Sandhani Life Insurance Company Limited—a listed company in both Dhaka Stock Exchange and Chittagong Stock Exchange.

Sandhani Asset Management Limited, an equal opportunity employer, invites application for the following position:

POST: EXECUTIVE—OPERATIONS & COMPLIANCE

Key Responsibilities:

- Prepare Financial Statements of the Company and Mutual Funds.
- Ensure transactions comply with the company's financial policies and procedures by verifying their accuracy and adherence.
- Maintain a systematic filing system for invoices and other relevant supporting documents.
- Uphold compliance with applicable Tax and VAT regulations, ensuring proper records and documentation.
- Prepare timely VAT and TDS reports and submit them to the National Board of Revenue (NBR).
- Generate and compile all necessary periodic and year-end reports accurately and within specified deadlines.
- Execute any additional tasks assigned by the management in line with accounting and financial operations.

Education:

- Bachelor/Master's degree in Business Administration in Accounting from a top university with a minimum CGPA 3.00
- CA/CMA partial completion will be highly preferred.

Experience:

- 1/2 year(s) experience in the Finance & Accounting department would be an added advantage.

Employment Status: Full-time

Work Location:

- Work at Office; 16 Motijheel C/A, Dhaka-1000

Compensation:

- An attractive package will be offered to the deserving candidate.

Application Deadline:

- **27 August 2025**

If you are interested and meet the above-mentioned requirements, please submit your updated "Resume" with photograph at career@sandhaniaml.com. The subject line of the email should mention the position advertised