



DEEPTO TV

Kazi Media Limited

Executive (Accounts)

Application Deadline : 20 May 2026

Matching Percentage

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Summary

Vacancy: --

Location: Dhaka (Tejgaon)

Experience: 2 to 5 years

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Applicants are encouraged to submit **Video CV**.

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Application Insights

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Requirements

Experience

- 2 to 5 years
- The applicants should have experience in the following business area(s): Satellite TV

Additional Requirements

- Strong communication and analytical skills to effectively interact with stakeholders.
- Proficiency in Office applications, especially Word and Excel.
- Knowledge about digital media business segmentation in media industry.

Responsibilities & Context

Job Location: Kazi Media Limited, Plot no. 7/A/Ga, Tejgaon Industrial Area, Dhaka - 1208

Key Responsibilities

- Assist in day-to-day financial operations, including financial planning, budgeting, forecasting, and reporting.
- Effectively operate ERP systems to optimize transaction recording and accelerate financial reporting.
- Ensure compliance with accounting standards with Income Tax, VAT, Companies Act, and other legal requirements.
- Analyze financial data and prepare accurate and timely financial statements, including balance sheets, income statements, and cash flow statements, to support management decision-making.
- Monitor expenses and implement cost control measures to enhance operational efficiency..
- Manage Accounts Payable and Accounts Receivable functions effectively.
- Overseeing and managing the fixed assets of the organization, ensuring accurate records, compliance with accounting standards.

Skills & Expertise

Suggested by

Accounting

Accounting Software

Cost Accounting

Finance

Financial accounting

VAT and Tax

Compensation & Other Benefits

Attractive package will be offered commensurate with experience & qualification.

Workplace

Work at office

Employment Status

Full Time

Job Location

Dhaka (Tejgaon)

Read Before Apply

Candidates meeting above mentioned criteria are requested to send complete CV with a recent photograph. Position applied for must be mentioned in the subject-line of the email. NB: The academic certificates will be verified from the concerned Institutions/ Boards.

Apply Procedure

Email Your CV

Send your CV to the given email jobs@deepto.tv