



SMC Enterprise Ltd.

Accounts Officer, Pharma Distribution

Application Deadline : 23 Apr 2026

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Summary

Vacancy: 2	Age: At most 35 years	Location: Anywhere in Bangladesh
Experience: At least 2 years	Published: 13 Apr 2026	

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

PRO Application Insights View ▾

Requirements

Education

- Bachelor of Commerce (BCom)

Experience

- At least 2 years
- The applicants should have experience in the following business area(s): Pharmaceutical/Medicine Companies

Additional Requirements

- Age At most 35 years
- Minimum 02 years' experience in a sales depot of any renowned company. Preferably in pharmaceutical sector.
- Good Command in MS Excel, ERP/accounting software (e.g., Troyee, Tally, SAP, etc.).
- Ability to work independently under pressure.
- Requirement may relax for deserving candidate

Responsibilities & Context

- Manage all depot cash transactions, including receipts and payments, ensuring compliance with company policies.
- Prepare and verify daily invoices, bills, and delivery challans accurately and on time.
- Record collection details and ensure timely bank deposits as per company guidelines.
- Conduct periodic physical inventory checks and support inventory reconciliation activities.
- Maintain and update the Collection Register and submit monthly reports to Head Office within the stipulated timeline.
- Prepare and submit the daily Cash Book to Head Office Finance within the required deadline.
- Review and verify TA/DA claims of Deliveryman/field forces
- Monitor customer payment status and coordinate with the Sales team to ensure timely collection of outstanding dues.
- Ensure proper filing, documentation, and preservation of all accounting records for audit and compliance purposes.

Skills & Expertise

Suggested by **bdjobs**

[Depot Administration](#)
[Distribution](#)
[Pharma Distribution](#)
[Strategic Planning](#)

Compensation & Other Benefits

- Performance bonus, Profit share, Provident fund, Insurance, Gratuity, Mobile bill
- Festival Bonus: 3
- Lunch Facilities: Partially Subsidize

Workplace

Work at office

Employment Status

Full Time

Job Location

Anywhere in Bangladesh

Company Information [+ Follow](#)

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Address:
SMC Tower, 33 Banani C/A, Dhaka - 1213

Business:
SMC Enterprise Limited, a large, well-reputed organization involved in the sales, marketing, and production of health, consumer and pharmaceutical products with a commitment of offering quality products that helps to improve the lives of women, children and families in Bangladesh. Read Before Apply SMC EL HR reserves the right to reject any or all application(s), without assigning any reason. Any kind of solicitation on behalf of the candidate will lead to rejection. Candidate must have to mention all academic, personal and family information, present and expected salary while applying.