

## Sajeeb Group

### Senior Executive / Assistant Manager – Accounts

Application Deadline : 16 Mar 2026

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#### Summary

Vacancy: --

Location: **Dhaka (Farmgate)**

Salary: **Negotiable**

Experience: **At least 5 years**

Published: **14 Feb 2026**

#### Requirements

##### Education

- Master of Business Administration (MBA) in Accounting
- CA (CC) is mandatory

##### Experience

- At least 5 years
- The applicants should have experience in the following business area(s): Group of Companies, Manufacturing (FMCG)

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#### Responsibilities & Context

**Sajeeb Group**, one of the leading diversified conglomerates in Bangladesh with operations in Food & Beverage, Agro-processing, Fitness, and Real Estate sectors, is seeking qualified and experienced professionals for the position of **Senior Executive / Assistant Manager – Accounts**. The role involves managing accounting operations, ensuring compliance with financial regulations, and supporting accurate financial reporting across multiple business units.

- Maintain day-to-day accounting records and prepare journal entries.
- Manage accounts payable and receivable, and reconcile bank statements.
- Assist in the preparation of monthly, quarterly, and annual financial statements.
- Ensure compliance with local statutory requirements (VAT, Tax, etc.).
- Prepare, review, and analyze financial statements and management accounts.
- Monitor cash flow, budgets, and financial forecasts; provide insights to management.

- Ensure adherence to accounting standards (IFRS/BFRS) and regulatory compliance.
- Lead internal and external audits and ensure timely reporting.
- Support strategic financial planning and cost control initiatives.

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## Skills & Expertise

ERP Software

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## Compensation & Other Benefits

- Mobile bill,
- Lunch Facilities: Partially Subsidize
- Salary Review: Yearly
- Festival Bonus: 2
- Snacks twice a day, and unlimited tea
- Leave encashment
- Flexible leave/vacation policy
- A great learning Leadership training and career advancement opportunities
- Salary will be reviewed after the probation period based on performance

## Workplace

Work at office

## Employment Status

Full Time

## Job Location

Dhaka (Farmgate)

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## Company Information

Sajeep Group

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### Address:

Shezan Point (5th Floor), 2 Indira Road, Farmgate, Dhaka-1215.

### Business:

Sajeep Group, a prominent business entity established in 1982, has flourished and diversified its operations across various sectors over the years. With a dedicated focus on maintaining exceptional quality, they prioritize rigorous Process Quality Control (PQC) at every production

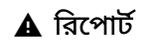
stage to meet international standards. The group adheres to strict factory compliances and sources raw materials from trusted suppliers, employing cutting-edge technology and 100% food-grade packaging to ensure top-tier product quality. Recently obtaining "100% Halal certification" for their food and beverage offerings reflects their commitment to market preferences.

Their product range encompasses renowned global brands, showcasing strategic partnerships and manufacturing under established franchises. Notably, they've gained significant acclaim in both local and foreign markets for their high-quality offerings. Beyond the food and beverage sector, Sajeeb Group has diversified into agro-based products, agro-processing, real estate, insurance, readymade garments, telecommunications, and electronic media. Their global market expansion highlights a proactive approach in exploring potential markets for superior Bangladeshi products.

#### Our Concerns

1. Sajeeb Corporation
2. Sajeeb Foods and Beverage Ltd
3. Hashem Foods Limited
4. Hashem Auto Rice Mills
5. Hashem Agro Processing Limited
6. Takaful Islami Insurance Ltd
7. Hashem Flour Mills Ltd.
8. Sajeeb Homes Limited
9. MARS International
10. Sajeeb Logistics
11. Savvy Foods

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এই চাকরির জন্য বিজ্ঞাপনদাতা ব্যক্তি/প্রতিষ্ঠান আপনার কাছ থেকে কোন অর্থ চাইলে কিংবা নিয়োগ প্রক্রিয়া চলাকালীন কোন প্রকার হয়রানিমূলক (শারীরিক/মানসিক) আচরণ করলে অতিসত্ত্বর আমাদেরকে জানান অথবা জবটি রিপোর্ট করুন। চাকরি পাওয়ার জন্য কোন ব্যক্তি/প্রতিষ্ঠানকে অর্থ প্রদান করবেন না। চাকরিকালীন কোন প্রকার হয়রানির (শারীরিক/মানসিক) সম্ভাবনা থাকলে সেখানে জয়েন করবেন না। কোন প্রকার অর্থ লেনদেন বা নিয়োগদাতা কর্তৃক হয়রানির দায়িত্ব বিডিজবস বহন করবে না।

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Accessibility of the Organization



