

## **Intern, Finance & Accounts**

**Ref no:** CP0108

**Vacancy:** 01

**Job Grade:** Intern

### **Job Responsibilities**

1. Verification of transportation expenses claims.
2. Maintaining paper work.
3. Supporting finance team with other billing related activities.
4. Reconciliation with excel file & hard copy documents.

**Employment Status:** Internship

### **Educational Requirements**

BBA background. Major in Finance or Accounts. Completed all credit courses only internship pending.

### **Additional Requirements**

- Candidates with laptops are **mandatory**
- Should know basic Microsoft excel functions (summation, filtering, pivot, and conditional formatting)

**Job Location:** Dhaka

**Salary:** 7500/=

Please send your updated CV along with cover letter mentioning "**Intern – Finance & Accounts**" in subject line at [career@paperfly.com.bd](mailto:career@paperfly.com.bd) within **31<sup>st</sup> January 2022**.