Job List

RAJU LAW BANGLADESH LIMITED Insight

Executive (HR/Accounting/Finance)

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Application Deadline : 16 Dec 2026

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Vacancy: 2
Salary: Tk. 50000 - 50000 (Monthly)
Age: At least 22 years
Published: 22 Nov 2026
Location: Anywhere in Bangladesh

PRO
Application Insights View

Requirements

Education

- Master of Business Administration (MBA) in Accounting & Information System, Human Resource Management, Accounting
- For Accounts & Finance Executive Position: BBA and MBA required in the area of Accounting/Accounting & Information Systems from a top-tier university.
- For HR Executive Position: Master's degree/MBA required in the area of Human Resource Management from a top-tier university.

Additional Requirements

- Age At least 22 years

Accounts & Finance

Solid understanding of accounting principles (GAAP/IFRS), double-entry bookkeeping, and the full accounting cycle.
Working knowledge of multi-currency accounting, foreign exchange conversions, and bank reconciliation.
Strong numerical, analytical, and problem-solving abilities with exceptional attention to detail.
Advanced proficiency in Microsoft Excel and Google Sheets (pivot tables, XLOOKUP/VLOOKUP, SUMIFS, conditional formatting, data validation, basic macros).
Familiarity with accounting software such as QuickBooks, Xero, Zoho Books, or similar platforms.High AI literacy, with demonstrated ability to use AI tools (ChatGPT, Claude, Copilot, Gemini) for data analysis, reconciliation support, formula building, and process automation.
Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint), Google Workspace (Docs, Sheets, Slides, Meet), and Adobe PDF software.
Excellent written and verbal communication skills in English.
Tech-savvy and open to adopting new financial systems, banking platforms, and automation tools.
Ability to work independently under minimal remote supervision and handle confidential financial information with integrity.
Own a laptop/desktop and smartphone with a reliable and fast internet connection.

HR

Sound understanding of HR principles, recruitment practices, employee relations, and labor law compliance.
Good knowledge of the full employee lifecycle: recruitment, onboarding, performance management, retention, and offboarding.
Strong interpersonal, organizational, and problem-solving abilities with exceptional attention to detail.
Familiarity with HR software and HRIS platforms (BambooHR, Gusto, Zoho People, Rippling, or similar) and applicant tracking systems (Workable, Greenhouse, or similar).
High AI literacy, with demonstrated ability to use AI tools (ChatGPT, Claude, Copilot, Gemini) for job description drafting, resume screening, HR analytics, policy drafting, and process automation.
Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint), Google Workspace (Docs, Sheets, Slides, Forms, Meet), and Adobe PDF software.Excellent written and verbal communication skills in English.
Tech-savvy and open to adopting new HR technology, automation tools, and digital workflows.
Ability to work independently under minimal remote supervision and handle confidential employee information with integrity.
Own a laptop/desktop and smartphone with a reliable and fast internet connection.

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Responsibilities & Context

Raju Law, one of the top immigration law firms in the USA, is hiring executives for the Accounts & Finance and HR departments. Please read the position summaries below for the departments that apply to you.

Accounts & Finance: We are seeking a highly organized, analytical, detail-oriented, tech-savvy, and adaptable Accounts and Finance Executive to manage complex accounting operations, financial transactions, and comprehensive bookkeeping responsibilities across multiple accounts, currencies, and financial platforms. The ideal candidate will possess strong numerical, analytical, and organizational skills, high AI literacy, technological proficiency, and the ability to handle complex financial data, manage multiple assignments, meet deadlines, and effectively prioritize responsibilities.

Candidates should demonstrate a strong aptitude for AI-assisted learning, effective AI prompting, and the practical application of AI tools to streamline accounting processes, enhance financial accuracy, automate repetitive tasks, improve reconciliation efficiency, and support data-driven financial analysis while maintaining strict confidentiality and accuracy. Advanced bookkeeping capabilities, multi-currency accounting, foreign exchange calculations, reconciliation of multiple domestic and international bank accounts, inter-account fund transfers, payment gateway reconciliation, transaction tracking, and identification and resolution of financial discrepancies will be essential responsibilities. The role will also involve maintaining comprehensive financial ledgers, managing accounts payable and receivable, recording and categorizing complex transactions, reconciling financial statements across multiple currencies and accounts, monitoring cash flows, tracking exchange-rate fluctuations, and preparing accurate financial reports. Candidates should be comfortable handling high volumes of transactions, investigating reconciliation differences, maintaining supporting documentation and audit trails, and ensuring consistency across accounting records, bank statements, payment platforms, and internal financial systems. Quick adaptability, technological agility, and the ability to rapidly learn and navigate advanced spreadsheet applications, accounting software, enterprise financial management systems, banking platforms, and AI-powered financial tools are essential. Additional responsibilities will include supporting payroll processing, budgeting, expense monitoring, financial forecasting, internal financial controls, and compliance with organizational accounting policies and procedures. Successful candidates will demonstrate a smart, self-directed learning approach, exceptional attention to detail, strong analytical reasoning, problem-solving abilities, financial accuracy, sound judgment, and a proactive mindset toward process optimization and technological innovation. They must collaborate effectively across departments, handle sensitive financial information responsibly, maintain financial transparency and accountability, and continuously identify opportunities to improve operational efficiency. A technology-driven mindset, high AI proficiency, advanced reconciliation skills, multi-currency accounting competence, learning agility, quick adaptability, and exceptional multitasking abilities will be critical to achieving success in this position.

HR: We are seeking a highly organized, motivated, tech-savvy, and adaptable HR Executive to support a wide range of human resource management, employee relations, and administrative functions. The ideal candidate will possess strong interpersonal, communication, and organizational skills, high AI literacy, technological proficiency, and the ability to manage multiple responsibilities, meet deadlines, and effectively prioritize assignments.

Candidates should demonstrate a strong aptitude for AI-assisted learning, effective AI prompting, and the practical application of AI tools to enhance recruitment processes, streamline HR operations, improve workflow efficiency, and support data-driven decision-making while maintaining confidentiality and professional standards. Quick adaptability, technological agility, and the ability to rapidly learn and navigate HR management systems (HRMS), applicant tracking systems (ATS), employee performance management platforms, and evolving workplace technologies are essential. Key responsibilities will include coordinating recruitment and onboarding, maintaining employee records, monitoring attendance and performance, facilitating employee relations, supporting policy implementation, and ensuring compliance with organizational procedures. Successful candidates will demonstrate a smart, self-directed learning approach, strong analytical and problem-solving abilities, sound judgment, attention to detail, and a proactive mindset toward continuous improvement and technological innovation. They must collaborate effectively across departments, handle sensitive employee information responsibly, and contribute to a positive, professional, and productive work environment. A technology-driven mindset, AI proficiency, learning agility, quick adaptability, and exceptional multitasking abilities will be critical to achieving success in this position.

- **Location:** Remote (work from home)
- **Employment Type:** Full-time (5 days per week)
- **Working Time:** US Eastern Standard Time 9 am – 5 pm
- **Application Deadline:** December 15, 2026 (11:59 PM EST). However, applications will be reviewed until the positions are filled
- **Expected Joining Date:** January 01, 2027, and open until filled

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Skills & Expertise

Attention to details | Data Management | Employee Engagement | Multitasking | Problem solving and decision making | Recruitment & Selection | Strong Written and Verbal Communication Skills | Teamwork and Cooperation | Working under pressure

Compensation & Other Benefits

- Provident fund,Weekly 2 holidays,Over time allowance,Performance bonus
- Salary Review: Yearly
- Festival Bonus: 2
- **After successful completion of Apprenticeship:** 60,000 BDT.
- Festival bonus twice a year.
- Provident Fund.
- Performance bonus.
- Yearly increment.

Workplace

Work from home

Employment Status

Full Time

Job Location

Anywhere in Bangladesh

Read Before Apply

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Please visit the following link and apply for your desired position: https://rajulaw.com/career

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