



BIPD

BANGLADESH INSTITUTE FOR PROFESSIONAL DEVELOPMENT

L I M I T E D

Bangladesh Institute of Professional Development (BIPD) is a promising training and research institute for professional development in Bangladesh with a view to promoting and enhancing professionalism and value creation to the society as a whole which has been formed by a group of seasoned and committed entrepreneurs and professionals.

The primary focus of BIPD is to create job-specific abilities using some of the best practices in professional training and workshop and to take the standard of professionalism to a new height which will suit to sharpening further the cutting edge of knowledge of professionals. To streamline the primary focus, we have planned to recruit for the following positions that will synergize their hard earned knowledge and expertise with the objectives of BIPD.

Position- I : Senior Executive Officer (Accounts)

Education : Graduation in any field from any reputed university (Major in Accounting)
: Post Graduate will be preferred

Experience : At least 05 years in relevant fields.

Required Qualities:

- The applicant must have knowledge in VAT, Source Tax & Corporate Tax related work.
- The applicant must have basic Computer Literacy and knowledge to operate **Tally Software**.
- The applicant also have strong ability both spoken and writing in English.

Salary & Others : **Total Monthly emoluments BDT. 25,000/- to BDT. 30,000/-**

Job Responsibility :

- Prepare monthly, quarterly and yearly Income & Expense statement.
- To prepare quarterly accounts and yearly balance sheet
- To prepare yearly budget of the company
- Collections of regular and outstanding course fees.
- To make all kinds of payment including salary, advance, payment of bills, fees to resource persons, etc.
- To extend cooperation to audit officers (internal/external).
- To file Tax return & prepare assessment of Income Tax of BIPD and its employees.
- To invest the investable fund and maximize the Investment Income to maximize BIPD's income.
- To organize and maintain accounts registers, related files and records of BIPD.
- Perform any other responsibilities given by authority.

Job Location : Dhaka

Employment Status: Full-time

Requirements may be relaxed for exceptionally qualified/experience candidates.

Position-2: Instructor cum liaison Officer

Education : Graduate/Post Graduate in any discipline (Economics, Management, Banking, Finance or Human Resource Management will be preferred).

Experience :

- The applicant should have sound knowledge and experience on Banking/Insurance, Sales & Marketing.



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- Teaching experience in Insurance Academy or any other Insurance/Bank training institute at least 05 years.
 - Senior/Mid-level Insurance Executives will be given preference

Salary & Others : Total Monthly emoluments BDT. 25,000/- to BDT. 30,000/-

Job Responsibility :

- To map out training plans, design and develop training programs.
- To find out available training opportunities and provide necessary information.
- To use accepted and new training methods and techniques
- To design course schedule and prepare budget for different course.
- To assess effectiveness of training and summarize evaluation reports to determine the impact of training on employee skills & performance.
- To maintain updated training related database and training records
- To communicate with different organizations, Faculty Guest, Resource person & other concerned persons.
- Perform marketing related work as and when assigned.

Job Location : Dhaka

Employment Status: Full-time

Requirements may be relaxed for exceptionally qualified/experience candidates.

Position-3 : Assistant Officer (IT)

Educational Requirements:

- Bachelor of Science & Engineering (BSC), Diploma in Computer Technology/Computer Science & technology.
- Skills Required: Ability to Work Under Pressure, Adobe Photoshop/ Illustrator, Bangla typing, Basic Web Design & Development, Digital Marketing, Graphics Design, MS Word/ Excel/ PowerPoint, Oracle Database, Basic Networking.

Experience : At least 2 years

Required Qualities:

- The applicants should have experience in the following area(s):
Content Developer, Email Marketing, HRIS/ HR Database Management
- The applicants should have experience in the following business area(s):
IT Enabled Service
- Calm, Flexible, Honest, Friendly & Hardworking.
- Must be a team player and able to work under pressure.
- Must be proactive, Energetic and have ability to be responsible
- Spoken in English.

Salary & Others : Total Monthly emoluments BDT. 12,000/- to BDT. 15,000/-

▪ **Job Responsibility :**

- To communicate with different organizations, Faculty Members, Resource persons & other concerned persons regarding training affairs.
- Both males and females are allowed to apply



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- Honest, Energetic and Hard-working in intelligent way
 - Maintain time-frame to complete a task
 - Resourceful in IT field
 - Strong knowledge in Digital marketing and latest app
 - To ensure security of data.
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- **Job Location** : Dhaka
 - **Employment Status:** Full-time

Requirements may be relaxed for exceptionally qualified/experience candidates.

Please send your CV with a cover letter to the following address within **15 January 2022**.

Contact Information: Director General, BIPD, Dilkusha Center, Level-9, Suite-904, 28 Dilkusha C/A, Dhaka-1000.

Email: career@bipdedu.org