

We're Hiring! | Accounts & Business Development Executive (Fresher / 1 Year Experience)

Liminax is a Growing Marketing Agency! We are looking for a **dynamic, responsible, and growth-oriented Accounts & Business Development Executive** to join our team. This role is ideal for fresh graduates or candidates with up to 1 year of experience who are eager to learn, multitask, and grow with a **startup or small company environment**.

◆ **Position: Accounts & Business Development Executive**

◆ **Experience:** Fresher or up to 1 year

◆ **Job Type:** Full-Time

◆ **Workplace:** Office-based

📍 **Job Location**

Nikunja

🕒 **Office Schedule**

Sunday to Thursday

10:00 AM – 7:00 PM (1 Hour Lunch Break)

💼 **Key Responsibilities**

Accounts & Office Support:

- Handle **day-to-day office and administrative work**
- Maintain basic **accounts records, expenses, and reports**
- Assist in billing, invoicing, and documentation
- Support management with regular financial and operational updates

Business Development & Research:

- Assist in creating **business growth plans and strategies**
- Conduct **market research, competitor analysis, and R&D**
- Identify potential clients, partnerships, and new opportunities
- Prepare business proposals, reports, and presentations

Reporting & Communication:

- Prepare and manage **PowerPoint presentations**
- Work efficiently with **MS Excel** for reports, data, and analysis
- Communicate with clients, vendors, and internal teams
- Participate in meetings and present ideas confidently

🎯 Requirements

- **Educational Qualification:** Minimum **Graduation completed in any subject**
- **Experience:** Fresher or maximum 1 year of experience
- Basic knowledge of **Accounting principles**
- Strong working knowledge of **MS Excel & PowerPoint**
- Good **communication and presentation skills**
- Ability to **multitask and manage multiple responsibilities**
- Proactive mindset with problem-solving ability
- Must be comfortable working in a **startup or small company environment**

💰 Salary & Benefits

- **Salary:** Based on experience and skills
- Growth-friendly and learning-focused work culture
- Opportunity to gain hands-on experience in accounts, operations, and business development
- Career growth opportunities based on performance

✉ Interested candidates are requested to send their CV :

Mention Business Development(Account) in Mail Subject (Must)

liminaxbd@gmail.com

⭐ Freshers are highly encouraged to apply!

