

 Nagad Limited is Hiring!

Position: Executive / Senior Executive – Finance

 Location: Dhaka

 Employment Type: Full-Time (On-site)

 Application Deadline: 01 February 2026

 Published On: 21 January 2026

 Salary: Negotiable

 Vacancy: 01

 Experience Required: 2–4 Years

 Educational Qualifications

BBA in Finance

MBA in Finance

 Experience Requirements

2–4 years of relevant experience

Prior experience in Banks or Fintech startups is preferred

 Additional Requirements

Strong proficiency in Microsoft Excel & PowerPoint

Working knowledge of Power BI and Bangla typing will be an advantage

Excellent data analysis, visualization, and reporting skills

Strong project & time management abilities with multitasking skills

Effective communication, presentation, and interpersonal skills

Strong critical thinking and problem-solving mindset

Ability to adapt to new technologies and evolving workflows

 Key Responsibilities

Manage day-to-day financial operations accurately and timely

Handle Distributor (DH) Lifting and related processes

Verify lifting requests through internal portals

Extract and analyze relevant transactions from bank statements

Maintain bank-wise Excel records for reconciliation

Match End of Day (EOD) balances and perform daily reconciliations

Ensure accurate fund transfers and “Add Money” entries

Prepare and present daily & monthly operational reports

Resolve stakeholder queries efficiently

Coordinate with internal and external teams

Participate in cross-functional initiatives for process improvement

Ensure data security, confidentiality, and risk management

Identify opportunities for process optimization and cost reduction

 Skills & Expertise

CRM Software

Microsoft Office Suite

Data Analysis & Reporting  
Microsoft Power BI

✉ Application Link: Apply here:  
<https://lnkd.in/g8e4vhNc>

