

Position: Officer / Senior Officer – Internal & Customer Audit

Location: Dhaka

Employment Type: Full-time

Application Deadline: January 15, 2026

About the Role:

TK Group is looking for a detail-oriented and proactive Officer / Senior Officer – Internal & Customer Audit to support receivables management, customer audits, and credit control operations. The role involves close coordination with customers, distributors, and internal teams to ensure payment discipline and compliance.

Key Responsibilities:

Visit dealers, distributors, and customers to ensure timely payments

Verify outstanding balances through in-person client meetings

Monitor overdue payments and support recovery actions

Maintain accurate customer account records and credit compliance

Assist in month-end and year-end receivables closing activities

Coordinate with Sales, Finance, and Credit Control teams

Investigate disputes, complaints, and service-related concerns

Support credit control, billing, and recovery operations

Educational Requirements:

BBA / MBA in Accounting or Finance

CA (CC) / CMA (Partly Qualified) preferred

Experience & Skills:

2–4 years of experience in credit control, receivables, or related roles

FMCG industry experience preferred

Strong negotiation, communication, and interpersonal skills

Proficiency in MS Office (Excel, Word, Outlook) and ERP systems

Ability to work independently and travel for customer visits

Strong analytical skills with attention to detail

Salary & Benefits:

Competitive Salary

Provident Fund

Gratuity

Festival Bonus

Leave Encashment

Mobile Bill

How to Apply:

Interested candidates are requested to send their CV, mentioning the position name in the subject line, to:

hr@tkgroupbd.com



T.K. GROUP

# WE ARE HIRING

**Job Title: Officer/ Senior Officer, Internal & Customer Audit**

**Location: Dhaka**

**Key Responsibilities:**

- Regularly visit dealers, distributors, and customers to ensure timely payments.
- Verify outstanding balances directly with clients through in-person meetings.
- Monitor overdue payments and implement recovery actions in line with company policies.
- Maintain accurate and up-to-date customer account records.
- Ensure customer compliance with agreed credit terms and conditions.
- Assist in month-end and year-end closing activities related to receivables, provisions, and write-offs.
- Collaborate with Sales, Finance, and Credit Control Departments to assess customers and resolve issues.
- Investigate disputes, complaints, or service-related concerns that may affect collections or sales.
- Perform other tasks assigned by management to support credit control, billing, and recovery operations.

**Educational Requirements:**

- BBA/ MBA in Accounting/ Finance
- CA (CC)/ CMA with partly qualified.

**Experience & Skills Required:**

- 2-4 years of experience in credit control, receivables management, or related role (FMCG industry preferred).
- Strong negotiation, communication, and interpersonal skills.
- Proficiency in MS Office (Excel, Word, Outlook) and accounting/ERP systems.
- Ability to work independently and travel frequently for customer visits.
- Strong problem-solving skills and attention to detail.

**Key Competencies:**

- Customer relationship management
- Financial accuracy and record-keeping
- Conflict resolution and negotiation
- Time management and organization
- Team collaboration

**Salary Range:**

- Competitive Salary

**Other Benefits:**

- Provident Fund
- Gratuity
- Festival Bonus
- Leave Encashment
- Mobile Bill.

**Apply Now**

Send your CV to : [hr@tkgroupbd.com](mailto:hr@tkgroupbd.com)

Please mention position name in the subject line.

Deadline: January 15, 2026

