



Jr. Executive, Dept. of Banking & Insurance
UNIVERSITY OF DHAKA

Job Category: Teaching/Academics

Job Source: ০০০০০ ০০০০০ ০০০০

Job Summary

Posted On: 22 Jun 2025

Application Deadline: 22 Jul 2025

 <div>UNIVERSITY OF DHAKA Department of Banking and Insurance EMPLOYMENT OPPORTUNITY</div> <p>The Executive MBA Program of the Department of Banking and Insurance, University of Dhaka, is seeking applications from qualified Bangladeshi candidates for the position of a Junior Executive.</p>		
Position and Salary Scale	No. of Post	Educational Qualification and Experience
Junior Executive Tk. 14,500-(600×10)-20,500 As per the policy of the EMBA program	01 (one)	Master's degree preferably in Business Skills <ul style="list-style-type: none">• Proficiency in written and spoken English• Typing skill in both Bengali & English (30 WPM in Bengali, 40 WPM in English)• Computer Literacy (MS Word, MS Excel, MS Power Point) Responsibilities <ul style="list-style-type: none">• Assist the Coordination Committee• Maintain accounts i.e., income and expenditure, bills and statements• Assist in course advising, conducting exams and internship• Database maintenance, documentation and ensuring logistic support

Communication: Application with CV and all academic certificates along with a Bank Draft/Pay Order of Tk. 750/- (nonrefundable) should be submitted to "Executive MBA Banking and Insurance", Room 1001, MBA Building, Faculty of Business Studies, University of Dhaka on or before July 22, 2025.