

Internship opportunity @ACCFINTAX

If you are a fresh graduate and looking for an opportunity to start your career in HR and Admin then drop your updated resume to **info@accfintax-bd.com** by 28 February 2023.

**Responsibilities:**

To assist in drafting various types of letters, circulars, orders, NOC, etc. if required.

To assist in maintaining important documents, records, and files in a proper and organized manner.

To keep in contact with mailing service providers, to reach curriers, parcels, and urgent documents.

To assist the administrative heads of the organization.

**Benefits:**

- Paid internship
- Opportunity to gain real-life professional experience
- Work under expert supervision
- Opportunity to work with a dynamic team

Position: Intern

Duration: 04 Months (minimum for students)

Location: Banani, Dhaka

**Eligibility:**

Fresh graduates from Human Resources background / Final Semester Undergraduate Student

Please mention "***Applying for Internship*** – HR and Admin" in the subject line.

Please send your updated resume via email only ([info@accfintax-bd.com](mailto:info@accfintax-bd.com)) or our website link: <http://www.accfintax.com/internship-job-form/>