

Startup Bangladesh Limited

Bangladesh Computer Council
Information and Communication Technology Division
Concord Silvy Heights (8th Floor), 73A Gulshan Avenue, Gulshan-1, Dhaka-1212
www.startupbangladesh.vc | info@startupbangladeshvc.gov.bd

INTERNSHIP OPPORTUNITY

Position: Intern-Investment (2)

Report to: Portfolio Management Team

Principal Role/Accountabilities

Work closely on a daily basis with Portfolio Management team on-

- Assist in screening startup pitch deck based on set guidelines and participate in interviews with entrepreneurs
- Conduct research on startup ecosystem and investment horizon both in Bangladesh and global markets
- Assist in financial data analysis and research presentations to investment team
- Perform regular administrative duties of all investments
- Provide support in post investment monitoring including Startups' office/site visits
- Assist in creating documents like investment memos, pitch decks, financial models and preparing new business presentations as necessary
- Assist in preparation of meeting notices, minutes and resolutions
- Assist in identifying new investors for potential partnerships
- Support to organize meetings, webinars and calls with startups, partners or investment programs.
- Actively collaborate with all the team members of Startup Bangladesh Limited and provide support as necessary
- Contribute positively to the company's culture and values

Requirements:

- Undergraduate or graduate in Finance, Accounting or in a comparable discipline from a reputable institute
- Knowledge of financial modelling
- Efficient in using MS office tools, specially in MS word, MS excel & MS PowerPoint
- Knowledge of customer service orientation relevant analytics / data visualization packages (Power BI/Tableau) is a plus
- Volunteer or professional experience in organizing seminars, events is a plus
- Willing to work in a highly demanding and result-oriented environment
- Knowledge on Bangladesh Startup Ecosystem is a plus
- Strong attention to details and ability to prioritize
- Professional attitude, intellectual curiosity, good team player
- Strong Interpersonal Skills
- Strong English & Bangla communication skills – both written and oral

Location: Dhaka, Bangladesh

Remuneration: BDT 10,000 per month

Application Procedure:

- (1) Interested candidates may apply with detailed Curriculum-Vitae along with a cover letter to the email address: career@startupbangladeshvc.gov.bd by 31/07/2022 mentioning the subject as 'Application for the position of Intern-Investment'.
- (2) Only short-listed candidates will be called for interviews.
- (3) The authority of Startup Bangladesh Limited reserves the right to cancel any or all applications without assigning reasons whatsoever.

Date: July 06, 2022

Memo: 56.07.0000.002.11.010.21-411

Sami Ahmed
Managing Director