

## 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 the 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 is a plus
- 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 of the Bangladesh Startup Ecosystem is a plus
- Strong attention to detail 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 a detailed CV to the email address: [career@startupbangladeshvc.gov.bd](mailto:career@startupbangladeshvc.gov.bd) by 24/08/2023 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: August 13, 2023  
Memo: 56.07.0000.002.11.010.21-743

Sami Ahmed  
Managing Director