

Sheikh Sakib Hasan

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Dhaka-1216
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CAREER OBJECTIVE

To pursue a highly rewarding career, I'm seeking a job in a fast-paced and challenging environment where I can utilize my skills and knowledge efficiently for the organizational growth and at the same time, gain valuable experience relevant to my professional studies.

WORK EXPERIENCE

Sr. Associate (A & F)

Steven Alexander (Mar 2020 – Present)

Involve in working within an experienced consulting team where my responsibilities include:

- Ensure proper accounting entries of Foreign & Local clients through different accounting software like QuickBooks, Xero, Wave.
- Prepare SOP (Service Operating Procedure) for client's business and ensure operating effectiveness.
- Responsible for Accounts Receivable and Accounts Payable management for an E-commerce start-up.
- Carry out Bank Reconciliation on monthly basis and assist in the preparation of VAT returns.
- Prepare Management Reports and advise on the financial implications of decisions.
- Organize and coordinate the work of junior accounting personnel and conduct professional training for the new joiners.

Research Officer

CRISL (Oct 2019 – Feb 2020)

Worked in the Operations Department of CRISL (**Credit Rating Information and Services Limited**) where my responsibilities include:

- Analyzed company's financial performance and project future performance.
- Undertaken rigorous credit risk analysis.
- Prepared feasibility reports and financial modeling.
- Maintained a high quality of analytics and rating committee presentation.

PROFESSIONAL QUALIFICATION

Association of Chartered Certified Accountants (ACCA)

Professional Accounting Course || 2015 - Present

Completed 8 papers out of 13

ACADEMIC QUALIFICATION

Jahangirnagar University

EMBA || Sep 2021 – Present

Department of Business Studies

Major: Finance & Banking

Sonargaon University

BBA || 2017 – 2020

CGPA: 4.00/4.00

Major: Finance

LCBS Dhaka

Diploma in Accounting & Business || 2012-14

Awarded by ACCA, UK

Concentration: Accounting

Bangladesh Navy College, Dhaka

HSC || 2007 – 2008

GPA: 5.00/5.00

Stream: Science

Bangladesh Navy School, Dhaka

SSC || 2005 – 2006

GPA: 5.00/5.00

Stream: Science

TECHNICAL SKILLS

- Proficient in MS Office Suite (Word, Excel, PowerPoint)
- Knowledge of Accounting Software (QuickBooks, Xero, WAVE)
- Reasonable knowledge on Accounting Standards: IAS, IFRS, ISA.
- Sound knowledge of Financial reporting, Ratio analysis, and Performance evaluation.

SOFT SKILLS

- Research & analytical ability
- Confident communicator
- Punctual & Organized
- Networking & Adaptability
- Enthusiastic & Self-driven
- Good leadership skills & Teamwork

REFERENCE




Yusha Al Khondker, FCCA

Specialist – Internal Audit
Grameenphone Ltd.
Email: yushakhondker@gmail.com
Phone: 01711091323

Abul Kalam

Dean & Associate Professor
Dept. of Business Studies
Sonargaon University, Dhaka
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CERTIFICATION

-  Xero Advisor Certificate (2020)
-  Complete Excel Course by Udemy (2020)
-  IELTS: Overall band score 6.5 (2015)

LANGUAGE PROFICIENCY

- Bangla: Native proficiency
- English: Professional working proficiency
- Hindi: Limited working proficiency

BASIC INFORMATION

- Date of birth: 24th Oct 1991
- Nationality: Bangladeshi
- Marital status: Unmarried
- Religion: Islam

INTEREST / HOBBIES

- Reading novels
- Watching movies
- Playing table tennis, Volleyball
- Following business & tech news