



SHEIKH SAKIB HASAN

SR. ASSOCIATE (A & F)

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 | March 2020 - present

Involved in working within an experienced consulting team and responsible for preparing, examining and analyzing accounting records, financial statements and other financial reports of different clients.

- Ensure proper accounting entries of Foreign & Local clients through different accounting software like QuickBooks, Xero, Wave.
- Responsible for Accounts Receivable and Accounts Payable Management.
- Carry out Bank Reconciliation on a monthly basis.
- Prepare Management Reports and advise on the financial implications of decisions.
- Process payroll and prepare VAT return & submit to NBR.
- 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**). Responsibilities include:

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

CONTACT ME AT



Flat-4A, House-6/9,
Pallabi, Mirpur-11.5
Dhaka-1206



saakibian@gmail.com



01686840673

TECHNICAL SKILLS

- Proficient in MS Office Suite (Word, Excel, PowerPoint).
- Knowledge on Accounting Software: QuickBooks & Xero.
- Reasonable knowledge on Accounting Standards: IAS, IFRS.
- Sound knowledge on Financial Reporting, Ratio Analysis and Performance Evaluation.

SOFT SKILLS

- Research & Analytical ability
- Confident communicator
- Punctual and Organized
- Networking & Adaptability
- Enthusiastic and Self-driven
- Good leadership skill & Teamwork

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: 24/10/1991
Gender: Male
Nationality: Bangladeshi
Marital Status: Unmarried
Religion: Islam

INTEREST / HOBBIES

- Reading novels
- Watching movies
- Playing Table Tennis, Volleyball
- Following business & tech news

PROFESSIONAL QUALIFICATION

Association of Chartered Certified Accountants (ACCA)
Professional Accounting Course || 2015 - Present

- Completed 8 papers out of 13

LCBS Dhaka

Diploma in Accounting & Business || 2012 - 2014

- Awarded by ACCA after successful completion of FIA (Foundations in Accountancy) along with Professional Ethics Module.

ACADEMIC QUALIFICATION

Jahangirnagar University

EMBA || Sep 2021 - Present

- Major: Finance & Banking

Sonargaon University

BBA || 2016 - 2020

- CGPA: 4.00 / 4.00
- Major: Finance

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

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
Email: kalamaishdu@yahoo.com
Phone: 01955544905