

RANA HOSSAIN

Accounts Officer

ABOUT

Dedicated Accounts Officer with a passion for accuracy, organization and continuous learning. Experienced in handling financial documentation, data entry, invoice verification and maintaining accounting records. Known for reliability, attention to detail and the ability to manage tasks efficiently in fast-paced environments while supporting sound financial decision-making.

EDUCATION

Rajshahi university
2016-2018

Master of Business Administration

Department of Accounting and Information Systems.
CGPA: 3.65 out of 4.

National University
2010-2014

Bachelor of Business Administration

Name of institution: Govt. Azizul Haque College,
Bogura.
Department of Accounting
CGPA: 2.93 out of 4.

WORK EXPERIENCE

Jamuna Metal
Industries.
Gokul, Bogura.

Accounts Officer

Financial record keeping
Invoice and voucher processing
Bank reconciliation
Financial reporting
VAT & TAX documentation

August 2025-
Present

M/S. Piash Traders
Matidali, Bogura.

Accounts Assistant

Record daily financial transactions.
Data entry and documentation.
Cash book maintenance.
Audit support
Petty cash management.

Feb 2023-May
2025

SKILLS

Professional

Financial Accounting
Financial Reporting
Expense Reporting
Audit supporting

Personal

Leadership
Management Skills
Time Management
Communication Skills
Critical Thinking