

RIKTA KHATUN

📍 Vill- Ruposhi, Post- Kamal Khan Hat, Jamalpur Sadar, Jamalpur

📞 01964877784

✉️ riktakhatun138692@gmail.com



Career Objective

****Career Objective:**** To work as an Accountant in an NGO where I can use my accounting skills and experience to support financial management and organizational success.

Career Summary

Experienced NGO Accountant with strong knowledge of accounting, budgeting, financial reporting, and cash management. Skilled in maintaining accurate financial records, preparing reports, and ensuring transparency and accountability in financial activities.

Special Qualification

****Special Qualifications:**** * Strong knowledge of accounting and bookkeeping * Skilled in financial reporting and budgeting * Good communication and teamwork ability * Proficient in MS Word and MS Excel * Ability to maintain accurate financial

Experience

Total Year of Experience: 1.1 yrs

1. **Accountant (1.1 yrs)**

(08 Aug, 2022 - 30 Aug, 2023)

UDDiPON

Nokla Branch, Sherpur

Area of Expertise

NGO (1 yr)

Duties/Responsibilities

Maintain all accounts and financial records accurately Prepare daily, monthly, and yearly financial reports Manage cash, bank transactions, and vouchers Prepare budgets and monitor project expenses Ensure proper documentation of all financial activities Assist in internal and external audits Process staff salaries and office payments Verify bills, invoices, and supporting documents Maintain financial transparency and accountability Follow NGO financial policies and donor guidelines

Academic / Education

Exam Title	Concentration/ Major	Institute	Result	Pas.Year	Duration	Achievement
Master of Business Administration (MBA)	Management	Habibullah Bahar College	2.78 out of 4	2018	01	
Bachelor of Business Administration (BBA)	Management	Shakipur Residential Mahila College, Tangail.	2.8 out of 4	2017	04	
HSC	Business Studies	Meherunnesa Girls High School And College	3.8 out of 5	2013	02	

SSC	Business Studies	Advocate Khalilur Rahman High School	4.25 out of 5	2011	10	
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Training

Training Title	Topic	Institute	Country	Location	Year	Duration
Basic Computer Trainign Course	Mircrosoft Office Application	Rizwan Computer Training Center	Bangladesh	Digpait Upo-Sohor, Jamalpur.	2024	6 Months

Career and Application Information

Preferred Job Category : Bank/Non-Bank Fin. Institution, NGO/Development
Looking For : Top Level Job
Present Salary : Tk. 25000
Expected Salary : Tk. 35000
Preferred District : Anywhere in Bangladesh

Skill

Fields of Skill	Description
• Grant Administration • Time Management • Accounting Software • Community Development • MS Excel • Cash Management • Budget Management	Skilled in accounting, bookkeeping, financial reporting, budget management, and cash handling. Proficient in MS Excel, MS Word, and accounting software. Able to maintain accurate financial records, prepare reports, manage office transactions, and work effectively in a team with good communication and problem-solving abilities.

Extra Curricular Activities

Blood Doner Awareness Campaign

Language Proficiency

Language	Reading	Writing	Speaking
English	High	High	High
Bangla	High	High	High

Personal Details

Father's Name : MD. HABIBUR RAHMAN
Mother's Name : ANWARA BEGUM
Date of Birth : 17 Jun, 1995
Gender : Female
Marital Status : Married
Nationality : Bangladeshi
Religion : Islam
Current Location : Vill- Ruposhi, Post- Kamal Khan Hat, Jamalpur Sadar, Jamalpur
Height (Meter) : 1.52
Weight (Kg) : 55

Reference

Name : Md. Sahed Raihan
Organization : Baniajan Di-Mukhi High School
Designation : Lab Co-ordinator
Address : Banijan, Dhanbari, Tangail
Mobile : 01856515678
Relation : Relative

Name : Md. Hafizur Rahman
Organization : Fast Security Islamic Bank Ltd.
Designation : Senior Officer
Address : Cumilla
Mobile : 01913285646
Relation : Relative