



Md Shakib Hossen

Accounts/Finance Officer

To work in a reputable NGO where I can utilize my 3+ years of experience in microcredit accounting, financial reporting, and branch finance operations, contributing to organizational growth through accurate financial management and compliance

Contact

📞 01731722882
✉️ mskshakib1997@gmail.com
📍 Mahmudpur Khanpara,
Sadar, Shariatpur

Education

National University

Bachelor of Business Administration (BBA)
Passing Year 2019

Govt Nazimuddin Coolege

HSC
Passing Year 2015

Mahmudpur Modern High School

SSC
Passing Year
2013

Skills

Microcredit Accounting
Financial Reporting
Cash & Bank Management
Voucher & Ledger Posting
Excel & MIS Reporting
Audit Support
NGO Branch Accounts Handling

Language

- English
- Bengali

Work Experience

- 16 November 2026- Present
Pidim Foundation
Accountant
 - Maintain daily cash & bank transactions
 - Microcredit disbursement and collection accounting
 - Voucher preparation and ledger posting
 - Monthly financial statements & reporting
 - MIS and Excel-based reporting
 - Audit documentation & compliance support
- 07 February 2023 to 07 August 2025
Shariatpur Development Society (SDS)
Accountant
 - Loan collection verification and posting
 - Daily cash book & ledger maintenance
 - Voucher entry and accounts reconciliation
 - Weekly & monthly financial reporting
 - Branch accounts monitoring
 - Audit and compliance support

CORE SKILLS

- Microcredit Accounting
- Financial Reporting
- Cash & Bank Management
- Voucher & Ledger Posting
- Branch Accounts Handling
- Excel & MIS Reporting
- Audit Support
- NGO Financial Operations

PERSONAL INFORMATION

Father's Name: Shah Alam Khan
Mother's Name: Maksuda Begum
Nationality: Bangladeshi
Religion: Islam
Address: Mahmudpur Khanpara, Chandrapur, Palong, Shariatpur

REFERENCES

Reference

Abdul Goni

Area Manager (SDS)

Phone: 01714693533

MD Towhid Khan

Zonal Manager (SDS)

Phone: 01325060206