

Mehadi Hasan

Vill: Khalilpur, PO: Khalilpur Bazar 7800, Upozila: Faridpur Sadar, Dist: Faridpur, Div: Dhaka., Faridpur Sadar, Faridpur Sadar, Faridpur 7800

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<https://www.facebook.com/mehadi.hasan.359126?mibextid=ZbWKwL>



Career Objective

Highly dedicated and results-driven Accounts and Finance professional with 1.8 years of experience in comprehensive financial operations, including general ledger management, receivables, payable, and detailed financial statement preparation.

Experience

Total Year of Experience: 3.6 yrs

1. Executive Accounts & Finance (2.5 yrs)

(02 Dec, 2023 - Continuing)

Mamum Group

Shibrampur, Faridpur

Area of Expertise

Accounts and Finance (1.8 yrs)

Duties/Responsibilities

Accurately Documenting Financial Transactions, Preparing Financial Statements and Reports, Managing Budgets and Cash Flow, Ensuring Compliance with Regulations and Taxes, and Conducting Internal Audits.

Core Responsibilities: Record Keeping & Reconciliation: Documenting all financial transactions, maintaining general ledgers, and reconciling accounts to ensure accuracy.

Financial Reporting: Preparing key financial statements such as balance sheets, income statements (profit and loss), and cash flow statements.

Compliance & Taxation: Ensuring adherence to accounting standards, government regulations, and tax laws, including the preparation and filing of tax returns.

Operational Duties: Processing invoices, tracking payments, and managing accounts receivable to ensure smooth cash flow.

Audit Support: Cooperating with external auditors and conducting internal audits to verify financial accuracy and compliance.

Cash Management: Overseeing cash flow, managing bank accounts, and liaising with banks.

Strategic Contributions Financial Planning: Developing and implementing financial policies, procedures, and strategies to improve the company's financial performance.

Risk Management: Identifying and assessing financial risks within the organization.

Management Support: Providing timely financial information and expert advice to upper management to guide strategic and investment decisions.

2. Credit Officer (1 yr)

(10 Apr, 2022 - 14 Apr, 2023)

Society Development Committee (SDC)

Faridpur

Area of Expertise

Micro Credit (1 yr)

Duties/Responsibilities

Meeting with clients interested in taking out a loan and providing them with the necessary information to start the loan application process. Collecting the needed financial documentation and assessing the clients' creditworthiness.

Calculating and analyzing the risk ratios of clients based on their credit score and financial history.

Setting up payment plans for clients explaining monthly installment amounts, interest rates, and other costs.

Maintaining records of loan applications by using loan management software.

Ensuring that loan applications are in line with the company's financial policies, as well as state laws and regulations.

Academic / Education

Exam Title	Concentration/ Major	Institute	Result	Pas.Year	Duration	Achievement
Bachelor of Business Studies (BBS)	Accounting	Govt. Rajendra College Faripur	2.74 out of 4	2018	3	Second Class
HSC	Commerce	Faridpur Mohabiddalaya	2.42 out of 5	2015	2	HSC Pass
SSC	Commerce	Khalilpur High School	3.31 out of 5	2013	5	SSC Pass

Career and Application Information

Preferred Job Category : Accounting/Finance, Bank/Non-Bank Fin. Institution, General Management/Admin
 Looking For : Mid Level Job
 Present Salary : Tk. 0
 Expected Salary : Tk. 0
 Preferred District : Anywhere in Bangladesh
 Preferred Organization Types : Banks

Skill

Fields of Skill	Description
- Accounting - Internal Audit - Credit Risk Analysis - Finance - Customer Relationship - Finance & Bank Operation - Computer Literacy - MS Office - Micro Credit - Computer Literacy	1.Performing activities related to accounts and book keeping and managing general office duties tasks of the company. 2.Experience on analyzing and maintaining financial statements, ledgers etc. 3.Having good exposure of accounting packages (Tally, ROBI ERP) and MS Office. 4.Managed all the activities related to accounts payable, accounts receivable 5.Hardworking, interested in learning new technologies, with good written and verbal communication skills.

Language Proficiency

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

Personal Details

Father's Name : Md.Shaheb Ali Bapari
 Mother's Name : Shahna Begum
 Date of Birth : 21 Dec, 1996
 Gender : Male
 Marital Status : Married

PERSONAL INFORMATION

Nationality	:	Bangladeshi
National Id No.	:	5102588919
Religion	:	Islam
Passport No	:	A20846934
Passport Issue Date	:	11 Nov, 2025
Blood Group	:	B+
Height (Meter)	:	1.626
Weight (Kg)	:	63

Reference

Name	:	Md.Iman Ali
Organization	:	Khalilpur High School
Designation	:	Assistant Teacher Accounting
Address	:	Backchar,Khalilpur Bazar, Faridpur
Mobile	:	01714790571
Relation	:	Academic

Name	:	Khokon Chandra Poddar
Organization	:	Mamun Group
Designation	:	Sr.Manager,Accounts & Finnance
Address	:	Shibrampur, Faridpur
Mobile	:	01718759411
Email	:	kcp.cma@gmail.com
Relation	:	Professional