



Curriculum Vitae

 **Shohag Hossan**

 **Village: Kulla, Post: Budhata-9403, Thana: Assasuni, District: Satkhira**

 **+8801798526109, +8801957027779**

 [**shokaghossan.aee@gmail.com**](mailto:shokaghossan.aee@gmail.com)

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Career Objective

A passionate and dedicated individual with an MBA degree in Accounting from National University and basic knowledge of junior accountant responsibilities. I am highly motivated to build a successful professional career where I can apply my academic knowledge, MS Excel skills, and problem-solving ability effectively. I enjoy working in challenging environments and always try to improve my skills through learning and practical experiences. My goal is to contribute positively to an organization through honesty, responsibility, and teamwork while continuously developing myself both personally and professionally. I am eager to work in a respected institution where I can grow and create value.

Professional Experience

Assistant Teacher

Institution: Coaching Center / Educational Institute

Location: Khulna

Duration: Jan 2022 - Continuing

Responsibilities

- Recorded daily financial transactions in MS Excel and accounting software.
- Prepared and maintained vouchers, invoices, bills, and payment receipts.
- Assisted in bank reconciliation and petty cash management.
- Helped prepare monthly salary sheets and employee payment records.
- Maintained proper documentation and ensured data accuracy for audits.

Educational Qualification

Master of Business Administration (MBA)

Institute: Azam Khan Govt. Commerce College, Khulna, Passing Year: 2021, University: National University (Gazipur), Subject: Accounting, Result: C.G.P.A – 3.09 out of 4.00

Bachelor of Business Administration (BBA)

Institute: Azam Khan Govt. Commerce College, Khulna, Passing Year: 2020, University: National University (Gazipur), Subject: Accounting, Result: C.G.P.A – 2.86 out of 4.00

Higher Secondary Certificate (H.S.C)

Institute: Budhata B.B.M. Collegiate, Passing Year: 2016, Board: Jessore, Group: Business Studies, Result: G.P.A - 4.25 out of 5.00

Secondary School Certificate (S.S.C)

Institute: Budhata B.B.M. Collegiate, Passing Year: 2014, Board: Jessore, Group: Business Studies, Result: G.P.A - 4.38 out of 5.00

Skills & Core Competencies

Good communication skills in Bangla and English, Microsoft Word, Excel, and PowerPoint, knowledge, Strong teamwork and leadership abilities, Time management and analytical problem-solving skills.

Training, Workshops & Extracurricular Activities

Basic Computer Training, Presentation Skills Workshop, Teaching & Communication Training, Job Readiness Training (BRAC), Seminar & workshop participation, Student learning activity organization, Teaching & presentation interest

Honours and Awards

- Academic Participation Certificates.
- Appreciation from Teaching Activities.

PERSONAL INFORMATION

Father's Name : Ekramul Mollik
Mother's Name : Shahida Khatun
Date of Birth : 28 Nov 1998
NID No : 9577166052
Nationality : Bangladeshi
Marital Status : Single
Religion : Islam
Permanent Address : Village: Kulla, Post: Budhata-9403, Thana: Assasuni, District: Satkhira

Language Proficiency

- Bangla: Reading Excellent, Writing Excellent, Speaking Excellent.
- English: Reading Fluent, Writing Fluent, Speaking Fluent.

References

Reference 1	Reference 2
Name: Shamimuzzaman Shabuj Designation: Senior Lecturer Organization: Azam Khan Govt. Commerce College, Khulna Phone: 01912891678 Email: shabuj.iu@gmail.com	Name: Emon Shah Designation: Police Constable Organization: Bangladesh Police, Khulna Phone: 01956671268 Email: emonshami7898@gmail.com

স্বাক্ষর

Signature