

SHUBHO MITRA

Junior Accountant

 Proshika Manobik Unnayan Kendra
 shubhomitra5@gmail.com

 +8801768933938



CAREER SUMMARY

Experienced Junior Accountant with expertise in financial record keeping, budgeting, and reporting. Skilled in account reconciliation, expense monitoring, and audit support. Currently working at **Proshika Manobik Unnayan Kendra** since **September 2, 2023**, ensuring accuracy, compliance, and cost control in all financial operations.

I have also successfully completed a computer training course on “**Database Programming**” under BTEB, from **National Computer Training Institute, Madaripur**.

Core Specializations: Financial Accounting | Budgeting & Reporting | Reconciliation | Audit Support | Cost Control | MS Excel & Accounting Software

PROFESSIONAL STRENGTH

1. Leadership & Team Collaboration.
2. Decision-Making & Problem-Solving.
3. Reporting, Documentation & Compliance.
4. Emotional Intelligence & Interpersonal Skills.
5. Innovation, Analytical Thinking & Continuous Learning.

PROFESSIONAL EXPERIENCE

Junior Accountant

Proshika Manobik Unnayan Kendra

September 2, 2023 – Present

- Maintain **cash book and ledger book** accurately and update financial records regularly.
- Handle **cash receipts, payments, and loan disbursements** in compliance with organizational financial policies.
- Manage **bank transactions**, including deposits, withdrawals, and bank reconciliation statements.
- Prepare and record **daily debit and credit vouchers** and ensure timely posting in the accounting software.
- Enter and update data in **online accounting or office management software**, including collection sheets and expense tracking.
- Prepare various **financial documents, reports, and correspondence** using MS Word and MS Excel.
- Assist in **project budgeting, expense monitoring, and fund utilization reports**.
- Participate in **field visits** to verify financial records, collect data, and support project monitoring activities.
- Ensure proper **filing, documentation, and record-keeping** for audit and compliance purposes.
- Support the **Finance Officer or Project Accountant** in preparing monthly, quarterly, and annual financial reports.

EDUCATIONAL QUALIFICATION

- ***Masters of Business Administration, Accounting*** – Govt. B. M. College, National University, (CGPA 3.06/4), Session: 2016-17, Passing Year: 2017
 - ***Bachelor of Business Administration, Accounting*** – Kalkini Syed Abul Hossain College, National University, (CGPA 2.84/4), Session: 2012-13, Passing Year: 2016
 - ***Higher Secondary Certificate (H.S.C), Business Studies*** – Kalkini Syed Abul Hossain College, Dhaka Board, (CGPA 4.10/5), Passing Year: 2011
 - ***Secondary School Certificate (S.S.C), Business Studies*** – Kalkini Syed Abul Hossain Academy, Dhaka Board, (CGPA 3.94/5), Passing Year: 2009
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TECHNICAL SKILLS

- Office Programs: MS Word, MS-Excel, MS-Power Point, MS Access.
 - Other features: Basic hardware & software Installation/Configuration, Web browsing, Mailing etc.
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LANGUAGE SKILLS

- Bengali: Excellent (Reading, Writing, Speaking)
 - English: Intermediate (Reading, Writing, Speaking)
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PERSONAL DETAILS

- Date of Birth: February 3, 1993
 - Father's Name: Sankar Mitra
 - Mother's Name: Shagori Mitra
 - Nationality: Bangladeshi
 - NID: 1460824822
 - Height: 5' 5"
 - Marital Status: Single
 - Permanent Address: Vill: South Rajdi, Post: Kalkini-7920, P.S: Kalkini, Dist: Madaripur.
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REFERENCE

Debashis Mitra

Senior Manager (Automobile), HR&A

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Date:


Shubho Mitra