

Md. Khaled Hossain

Riyadh, Saudi Arabia

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Career Objective

To join a reputed organization that offers a structured working environment and opportunities to achieve organizational goals while advancing my career in Accounting & Finance by being a dynamic and goal-oriented professional.

Specialties

- Ability to work independently and in teams
- Ability to perform under pressure
- Enthusiastic, determined, diligent, and self-confident

Professional Experience

Sr. Executive Accounts & Finance	The Uniter Ltd.	Aug 2021 – Jul 2025
Sr. Executive Accounts & Finance	Fullstop Solutions Ltd.	Sep 2018 – Jul 2021
Accounts Officer (Accounts & Audit)	Yooshin Engineering Corporation	Feb 2018 – Sep 2018
Executive Officer (Accounts & Finance)	Mostafa Metal Ind. Ltd.	Jul 2017 – Jan 2018

Key Responsibilities

- Recording receiving & payment vouchers
- Recording adjustment journal vouchers & company Tax & VAT
- Preparing daily, weekly & monthly sales statements
- Preparing Accounts Receivable & Payable Statements
- Preparing monthly Bank Reconciliation Statements
- Preparing salary statements and disbursement
- Preparing ad-hoc reports for higher management

Education

MBS (Economics)	Govt. Bangla College, Dhaka (National University)	2010 (Exam held 2013)
BBS (Hons) Economics	Govt. M. M. College, Jessore (National University)	2009 (Exam held 2011)
HSC (Humanities)	Kaliganj M.U. College, Jessore Board	2004
SSC (Humanities)	Hasanhati Baradhopadi Ebadat Ali High School, Jessore Board	2000

Professional Training

CA-CC (Course Completed) with M. N. Islam & Co., Chartered Accountants, The Institute of Chartered Accountants of Bangladesh (ICAB). Duration: Dec 2014 – Dec 2017.

Audit Experience

As an Article student of M. N. Islam & Co., I audited the following organizations:

- Atashi Fashion Ltd.
- Sams Attire Ltd.

- National Polymer Industries Ltd.
- Makan Housing Ltd.
- Optimus Technologies Ltd.
- Manoshika (NGO)
- Bangladesh Power Development Board (BPDB)
- Bengal Plastic Industries Ltd.
- Royal Electric & Chemical Industries Ltd.

Skills

- Financial Reporting & Auditing
- Accounts Payable & Receivable
- Budgeting & Forecasting
- Data Analysis (Excel, Power BI, SPSS)
- Microsoft Office (Word, Excel, PowerPoint)
- Languages: Bengali (Native), English (Fluent), Basic Arabic

Hobbies & Interests

Reading books, Traveling, Playing Cricket

Personal Information

- Father's Name: Md. Abdul Ohab
- Mother's Name: Mrs. Khadija Begum
- Date of Birth: 4 July 1983
- Marital Status: Married
- Nationality: Bangladeshi
- Religion: Islam (Sunni)

References

Abdul Alim

Managing Director, The Uniter Ltd.

Dhaka, Bangladesh

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Md. Abdus Satter Sarkar, FCMA, ACA

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