

Jakir Hossen

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ADMINISTRATIVE ASSISTANT | ACCOUNTS ASSISTANT | OFFICE SUPPORT

PROFESSIONAL SUMMARY

Reliable and organized professional with experience in accounting, administration, records management, staff communication, and day-to-day operational support, combined with a Diploma in Computer Science and Technology. Experienced in maintaining documentation, using digital management tools, and supporting smooth operations. Seeking an Administrative Assistant, Office Assistant, Data Entry, Accounts Assistant, or E-commerce Operations role in Riyadh.

CORE SKILLS

- Administrative support
- Data entry & documentation
- Digital management tools
- Daily operational support
- Teamwork & cooperation
- Professional communication
- Accounting & record keeping
- Customer and staff communication
- Computer-based work
- Problem solving & adaptability
- Attention to detail
- Learning new systems

WORK EXPERIENCE

Shopify Developer

February 2026 – June 2026

Softcence Delta, Betopia

- Worked with international clients and handled project requirements professionally.
- Supported multiple tasks while meeting project requirements and deadlines.
- Worked as part of a professional team in a structured work environment.

Accountant

December 2024 – August 2025

MySchool

- Managed daily administrative and operational tasks within the school.
- Acted as a point of contact for internal and external communication.
- Maintained records and supported smooth day-to-day operations.
- Used digital management tools and trained staff to use the school's management software.

EDUCATION

Diploma in Computer Science and Technology

2022 – 2026

Feni Computer Institute

CGPA: 3.17/4.00

Secondary School Certificate (SSC)

Ibn Taimiya School & College

2016 – 2021

GPA: 4.89/5.00

LANGUAGES

Bengali (Native) | English (Professional Working) | Hindi

ADDITIONAL INFORMATION

- Comfortable working in a team and adapting to new work procedures.
- Professional experience includes operational support, communication, documentation, and computer-based work.
- Open to junior-level opportunities in Riyadh and willing to learn company-specific systems and procedures.