JAKIR HOSSEN

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jakirhossen.xyz | Qiwa Profile

PROFESSIONAL SUMMARY

Detail-oriented and reliable administrative professional with hands-on experience in daily office operations, accounting support, documentation, and staff coordination. Diploma-qualified in Computer Science & Technology, with strong computer proficiency including Microsoft Office, Google Workspace, and digital management systems. Effective communicator who has served as the primary point of contact for internal and external coordination. Seeking to contribute administrative, office support, operations, or computer-based support skills within a professional organization.

CORE SKILLS

- **Administrative Support:** office operations, daily workflow coordination, scheduling and meeting coordination, official correspondence and report preparation
- **Records & Documentation:** filing, document and records management, data entry, register and log maintenance, proofreading and data accuracy checks
- **Accounting Support:** bookkeeping and daily accounting entries, invoicing and expense tracking, financial records maintenance, audit and report assistance
- **Computer & Digital Systems:** Microsoft Office (Word, Excel, PowerPoint), Google Workspace, school management / ERP-style digital tools, online systems and form filling
- **Communication & Coordination:** internal and external communication, staff coordination, software training and onboarding support, teamwork
- **Professional Attributes:** attention to detail, organization, time management, reliability, problem-solving, adaptability, confidentiality

WORK EXPERIENCE

Accountant Dec 2024 – Aug 2025
MySchool On-site

- Managed all administrative and operational tasks within the organization, ensuring smooth day-to-day office operations
- Managed financial records, daily accounting operations, and maintained administrative documentation and reporting
- Acted as the primary point of contact for internal and external communications and coordinated with staff on daily operational needs
- Handled digital tools for operations management and trained staff members to use the organization's management software effectively

Shopify Developer Feb 2026 – Jun 2026
Softvance Delta, Betopia On-site

- Developed and customized digital storefronts for international clients, completing assigned work carefully according to client requirements
- Managed client communication and project requirements professionally, working accurately with computer-based systems and online tools
- Added and maintained content, features, and store functionalities based on client needs with attention to detail and deadlines

EDUCATION

Diploma in Computer Science & Technology 2022 – 2026
Feni Computer Institute CGPA: 3.17 / 4.00

Secondary School Certificate (SSC) 2016 – 2021
Ibn Taimiya School & College GPA: 4.83 / 5.00

LANGUAGES

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