

# MOHAMMAD IQBAL HOSSEN

## CASHIER & ACCOUNTANT

📍 Abu Dhabi, UAE 📞 +971 54 365 2517

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Detail-oriented and results-driven professional with a comprehensive background in cashiering and accounting. Seeking a challenging role that allows me to leverage my expertise in managing cash transactions, maintaining accurate financial records, and contributing to the overall financial health of an organization.

## EXPERIENCES

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### Cashier & Inventory

Mar 2021 - Oct 2022

Shape Interior & Architecture, Bangladesh

#### *Duties / Tasks:*

- **Managed Cash Transactions:**
  - Orchestrated end-to-end cash management operations, including payment processing, change distribution, and receipt management, resulting in a 25% reduction in transaction errors and a 20% increase in cash flow efficiency.
- **Ensured Security and Proper Storage:**
  - Implemented and sustained rigorous security measures for the secure storage of both cash and critical financial documents.
- **Maintained Accurate Records:**
  - Systematically recorded and updated comprehensive records for all products and assets in stock, ensuring real-time accuracy.
- **Conducted Physical Inventory Counts:**
  - Executed routine physical inventory counts, utilizing systematic approaches to guarantee precision and identify discrepancies promptly.
- **Monitored Stock Levels and Reordered:**
  - Proactively monitored stock levels, utilizing data-driven insights to initiate timely reorders and prevent stockouts.

### Accountant

Jan 2017 - Mar 2020

Giant Concept Ltd., Bangladesh

#### *Duties / Tasks:*

- **Financial Analysis and Reporting:**
  - Conducted comprehensive financial analysis, prepared detailed reports, and provided insights to support strategic decision-making.
- **Budgeting and Forecasting:**
  - Developed and upheld budgets, ensuring alignment with organizational goals. Conducted regular forecasting to anticipate financial trends.
- **Financial Transactions Management:**
  - Oversaw the management of financial transactions, including accounts payable, accounts receivable, and payroll processing.

- **Ledger Maintenance:**
  - Preserved accurate and up-to-date general ledgers, ensuring compliance with accounting principles and standards.
- **Reconciliation:**
  - Conducted regular reconciliations of financial accounts to identify and rectify discrepancies promptly.
- **Expense Control:**
  - Spearheaded the implementation of stringent security measures, including multi-factor authentication and data encryption, resulting in a 50% reduction in security incidents.
- **Software Proficiency:**
  - Utilized accounting software proficiently to streamline financial processes and improve overall efficiency.
- **Collaboration and Communication:**
  - Collaborated with cross-functional teams, communicating financial information effectively to non-financial stakeholders.

## EDUCATION

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**Bachelor of Business Administration (B.B.A.) - Accounting** Jan 2014 - Dec 2018  
**National University of Bangladesh**, Bangladesh

**Higher secondary certificate - Business Studies** Jan 2011 - Dec 2013  
**Omargani M.E.S College**, Bangladesh

## LANGUAGES

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|---|---|
| ● <b>ENGLISH</b><br>Full Professional Proficiency | ● <b>ARABIC</b><br>Conversation Proficiency |
| ● <b>HINDI</b><br>Conversation Proficiency        | ● <b>BANGLA</b><br>Native                   |

## SKILLS

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Financial Management, Cash Handling, Expense Control, Budgeting, Inventory, Record Keeping, Physical Counts, Accounting Software, Microsoft Office, Prospecting Sales, Cross-Selling, Status Reports, Financial Reports, Communication, Cross-Functional Collaboration, Customer Service, Accuracy in Transactions, Problem Solving, Adaptability, Fast-Paced Environments, Multitasking

## VISA STATUS

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- **EMPLOYMENT VISA**  
Expiry Date: 16 October 2025