



IBRAHIM KHALIL SHAWAN

Accountant | Financial Reporting & Data Analysis

CONTACT

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KEY SKILLS

- Financial record maintenance and reporting
- Ledger posting and account reconciliation
- Inventory accounting and stock control
- Payroll processing and statutory compliance
- MIS preparation and data verification

TECHNICAL SKILLS

- Tally Prime (accounting, inventory, payroll, reporting)
- Advanced Microsoft Excel (analysis, formulas, reporting)
- Microsoft Word for professional documentation
- Microsoft PowerPoint for business presentations
- Microsoft Access for basic data management

SOFT SKILLS

- Strong analytical thinking and accuracy focus
- Clear written and verbal communication
- Effective time management and task prioritization
- Professional discipline and ethical conduct
- Team collaboration with independent work ability

LANGUAGE PROFICIENCY

- English – Fluent (Written & Spoken)
- Bangla – Native

PERSONAL ATTRIBUTES

- Detail-oriented with strong accuracy standards
- Reliable and consistent in task execution
- Ethical, disciplined, and professionally responsible
- Quick learner with adaptability to new systems
- Organized approach to workload and deadlines

CAREER OBJECTIVE

Detail-oriented accounting professional with strong academic grounding and hands-on experience in financial reporting, inventory control, and data management. Adept at translating financial data into clear insights that support informed decision-making. Seeking to contribute accuracy, discipline, and ethical financial practices within a growth-oriented organization. Committed to continuous learning and consistent professional improvement.

PROFESSIONAL EXPERIENCE

Accountant (Tally Prime) | May 2024 – July 2025

MarkPro Solution – Authorized Tally Certified Gold Partner

WASA Circle, Chittagong

- Maintained complete and accurate financial records using Tally Prime in compliance with accounting standards.
- Managed day-to-day bookkeeping, including ledger posting, voucher entry, and account reconciliation.
- Handled inventory accounting, stock valuation, and material movement tracking to ensure data accuracy.
- Processed payroll operations, salary sheets, statutory deductions, and employee records.
- Prepared financial statements, management reports, and MIS summaries for internal review.
- Supported data verification, error correction, and financial data consistency across records.
- Coordinated with senior accountants to improve reporting efficiency and documentation quality.

ACADEMIC QUALIFICATIONS

Bachelor of Business Administration (BBA – Honours) | 2020

Major: Accounting

Result: 2.74 out of 4.00

Higher Secondary Certificate (HSC) – Commerce | 2015

Board: Chittagong

Result: 3.32 out of 5

Secondary School Certificate (SSC) – Commerce | 2013

Board: Chittagong

Result: 4.38 out of 5

PROFESSIONAL CERTIFICATIONS

Tally Certified Professional

- Comprehensive certification covering financial accounting, inventory management, payroll processing, and management information system (MIS) reporting, with practical application in real business environments.

ACHIEVEMENTS

- Successfully managed end-to-end accounting tasks under minimal supervision.
- Improved data accuracy through systematic reconciliation practices.
- Earned professional certification in Tally with practical implementation experience.

PERSONAL INFORMATION

- Nationality: Bangladeshi
- Date of Birth: 09 October 1997
- Blood Group: AB+
- Passport Number: A16257501
- Passport Expiry Date: 25 September 2034
- Permanent Address: Miazan Talukder Badi, Forhadabad, Hathazari, Chottogram