

**Md. Saiful Islam**  
Vill: Baraiya, PO: Palot  
P.S:Rajapur,Dist:Jhalakati  
Cell: 01766739548  
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### Professional Objectives

To obtain a position in a reputed organization where I can utilize my business administration skills, accounting knowledge, analytical ability, and leadership qualities to contribute to organizational growth and personal development.

### Job Experience

#### 1. Branch Account Officer: (July 9, 2023 – July 20, 2025)

**BRAC**, Noakhali Sador, Noakhali.

#### Duties/Responsibilities:

- ✓ Cash management: Recording cash inflows and outflows for all programs, reconciling them with the cash ledger, and depositing excess cash into the bank.
- ✓ Payments: Ensuring that payments are made after verifying the transaction and getting approval from the program supervisor.
- ✓ Loans: Ensuring that loans are disbursed to the correct person in the presence of program supervisors.
- ✓ Accounting: Recording transactions in accounting software, managing accounting records, and reconciling accounts payable and receivable.
- ✓ Financial reporting: Preparing bank reconciliation and financial reports for donors and management and publishing financial statements on time.
- ✓ Budgeting: Preparing budget forecasts.
- ✓ Auditing: Auditing financial transactions and documents.

### Professional Training

- **Training Completed** :Promoting skills & Productivity Enhancement for Resilience  
**Name of the Center** : BRAC Skills Development programme
- **Training Completed** : Database Programming  
**Name of the center** : Bangladesh Technical Education Board (BTEB)

### Profile

- ✓ Excellent representation Skill,
- ✓ Excellent organization & communication skill,
- ✓ Positive attitude.

### Academic Qualification:

| Exam Title | Concentration/Major | Institute                             | Result                    | Passing Year |
|------------|---------------------|---------------------------------------|---------------------------|--------------|
| B.B.A      | Accounting          | Govt.BM College, Barishal             | CGPA:2.8<br>1<br>out of 4 | 2020         |
| H.S.C      | Business Studies    | Baraiya Degree College,<br>Barishal   | CGPA:4.3<br>3<br>out of 5 | 2016         |
| S.S.C      | Business Studies    | Baraiya Secondary<br>School, Barishal | CGPA:4.7<br>5<br>out of 5 | 2013         |

### Language proficiency

**Bengali** : Mother tongue.

**English** : Have an excellent written and communications skill.

### Computer Skills

I do Familiar with MS Word, MS Excel, Spreadsheet, Tally and computerized Accounting software, e-mail and Internet operations.

### Extracurricular activities

- ✓ Won debate competition in University
- ✓ Participated in blood donation campaign
- ✓ Swimming
- ✓ Participate in social activists.

### Personal Information

|                 |                        |
|-----------------|------------------------|
| Name            | Md. Saiful Islam       |
| Father's Name   | Md. Yousuf Farazi      |
| Mother's Name   | Nazma Begum            |
| Marital Status  | Single                 |
| Date of Birth   | November 29, 1997      |
| Gender          | Male                   |
| Nationality     | Bangladeshi (By Birth) |
| National Id No. | 7802341979             |
| Religion.       | Islam                  |

### References

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| <b>Moriom Akter Mousumi</b><br>Assistant Professor<br>Department of Plant Pathology<br>Patuakhali Science and Technology<br>University, Dumki, Patuakhali-8602<br>Phone:01756435748<br>E-mail: mousumipstu67@gmail.com | <b>Mohammad Zafar Ahmed</b><br>Upazila Agriculture Officer<br>Department of Agricultural Extension,<br>Ministry Of Agriculture<br>Dashmina, Patuakhali<br>Phone :01716-814273<br>E-mail :zafar.pstu5@gmail.com |
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I do hereby declare that the above information is true and correctly describes my qualifications and myself to the best of my knowledge.

Yours Sincerely



(Md. Saiful Islam)

Date: May 12, 2026