Md. Abu Sayed Badhon

Graduate in Accounting

As a recent BBA graduate in Accounting, I am eager to begin my professional journey by contributing to a dynamic organization. With strong academic knowledge, a commitment to ethical practices, and a passion for learning, I aim to develop my skills and add value to the team while growing personally and professionally.



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Area Of Expertise -

- Financial Record Keeping & Petty Cash Management
- Procurement Process, VAT & Tax Handling
- Community Engagement & Event Coordination
- Program Monitoring & Reporting (MIS Entry)
- Volunteer Management & Youth Mobilization
- Documentation: Bill, Voucher, Quotation Collection

- Logistics Support for Community Programs
- Proficient in PACT App, Kobo Toolbox, Google Forms
- Advocacy, Training, and Awareness Program Facilitation
- Strong Communication and Organizational Skills

Professional Experience

Alternative Library Officer

November 2023 – December 2024

Bishwo Shahitto Kendro – Mobile Library Project

- Successfully organized and facilitated monthly reader gatherings, increasing community participation by 30%.
- Encouraged and motivated over 100 readers to actively engage with library resources.
- Streamlined readers' registration and tracking process, improving data accuracy and accessibility.
- Collaborated with team members to promote literacy and expand the mobile library's reach in remote areas.

Accountant February 2021 – June 2023

M/s. Sajid Traders

- Managed daily accounting tasks, maintained accurate financial records, and ensured timely reporting compliance.
- Processed vouchers, bills, and quotations accurately while ensuring proper documentation and record-keeping.
- Ensured full compliance with VAT and tax regulations in all financial processes.

Intern - Community Engagement Program

November 2023 – April 2024

Transparency International Bangladesh (TIB)

- Recruited members at the grassroots level and helped form community committees
- Organized advocacy meetings, training sessions, workshops, and other awareness programs
- Collected, entered, and maintained accurate program data in the Management Information System (MIS).
- Provided effective logistical and administrative support to ensure smooth execution of program activities.

Educational Qualification

2022 BBA in Accounting | National University | **CGPA**: 3.06/4

2018 HSC in Business Studies | GPA: 3.25/5

2016 SSC in Science | GPA: 4.39/5

Course & Certification

Skill Development Training Center, Urban Social Service Office, Lalmonirhat

Basic Computer Skills (MS Word, Excel, Internet, Printing, etc.)

6 Months

Extracurricular Activities

Volunteer - Youth Engagement & Support (YES) Member

2020 - 2025

TIB, CCC Lalmonirhat

- Supported community monitoring and meetings
- Assisted with logistics and documentation for various programs
- Helped organize advocacy and training programs

Transparency International Bangladesh (TIB)

1 Day

Gender and Good Governance

- Learned principles of gender equality and governance to apply in community engagement and advocacy.
- Participated in interactive sessions promoting ethical leadership, inclusivity, and anti-corruption awareness campaigns.
- Engaged in group discussions to identify governance challenges and propose gender-sensitive policy solutions.

General Secretary 2024

Prothomalo BondhuSaha, Lalmonirhat district

- Coordinated youth events, campaigns, and meetings to promote reading and community engagement.
- Managed official documentation, correspondence, and meeting minutes to ensure smooth operations.
- Led the planning and execution of literacy awareness programs across the Lalmonirhat district.

Honorable member-BADHAN (Blood donation Organization)

Lalmonirhat government College Unit, Rangpur zone

- Assisted in organizing voluntary blood donation camps and emergency donor management.
- Promoted blood donation awareness through campus campaigns and community outreach programs.
- Maintained donor records and coordinated with local hospitals for timely blood support.

Personal Information

• Father's Name: Md. Alauddin Prodhan

• Mother's Name: Beauti Begum

• **Date of Birth:** 25th November 2000

Nationality: Bangladeshi (by birth)

• **National ID:** 2414012621

• **Religion:** Islam

• **Blood Group:** AB (+ve)

Permanent Address: Bangkanda, Patgram, Lalmonirhat

References

Md. Morshed Alau

Area Coordinator - CE, Transparency International Bangladesh (TIB)

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Md. Arman Rahman

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