

Mohammad Saiful Islam

House No: 26, Dapaldrakpur, Fatulla Pilot High School Road.

Fatulla, Narayanganj.

Contact No: +8801673 – 334974.

E-mail: s4semulshohag@gmail.com



Career Objectives:

To work an accounting & audit position where I will be able to contribute my skill, knowledge and experience to a company that will give me an opportunity to develop my career.

Working Experience:

-
- **Organization** : Eboighar. Com Limited.
 - **Position** : Executive Accounts.
 - **Location** : 215/A, (1st Floor) outer circular road, Moghbazar Dhaka-1208
 - **Working duration** : From 01 October 2019 to 31, May 2020
-
- Maintaining daily transactions.
 - Maintaining ledger, cash book & Preparing financial Statements
 - Preparing monthly, quarterly, half-yearly and yearly financial reports & budget
 - Preparing Financial Audit & advance Income tax report.
 - Performing HR & admin related work like preparing salary sheet, employee personal file record.
 - Performing banking related all activities.
 - Maintaining relationship with all sorts of internal & external stakeholders.
-
- **Organization** : Center For Zakat Management
 - **Position** : Accounts & Admin Officer
 - **Location** : 205/1A, Hashim Tower (6th Floor), Teigaon I/A, Dhaka-1208
 - **Working duration** : From 22 October 2017 to 31st January 2018
-
- Manage accounts and financial activities and prepare monthly, quarterly, half-yearly and yearly financial reports.
 - Prepare budget and control expenditure as per set rules. Conduct internal audit time to time and suggest corrective measures.
 - Facilitate preparing the audit report.
 - Ensure effective and proper documentation and record keeping of the accounts and assets.
 - Provide necessary administrative support to project Manager.
 - Maintain personnel files and profiles of all staff members.
 - Process and regulate compensation package of the staff members including salary, allowances, leaves, disciplinary actions and other related administrative functions.
 - Make coordination and effective relationship with CZM and donor personnel specially CZM central accountants.
 - Perform any other activities as delegated by Manager (HQ) and GM.
 - Monitor regular expenditure as budget, prepare financial reports including receipt-payment, income-expenditure, balance sheet, bank reconciliation (monthly, half-yearly, quarterly and when necessary).
 - Assist Project Manager in monitoring and evaluation of the project performance.
 - Assist Project Manager in drafting reports, documents, budget, surveys etc.
 - Pay field visit as and when necessary to oversee the activities of the different projects.
-
- **Organization** : AL-HAYAT AVIATION
 - **Position** : Accountant
 - **Location** : 53/3, Abedin Vila, Nabab Salamulla Road, Chashara, Narayanganj
 - **Working duration** : From 2nd April 2016 to 31st May 2017.

Educational Qualifications:

Exam Title	Major Subject	Institute	Result	Pas.Year	Duration
M.B.A (Master`s)	Accounting	National University Govt. Haraganga College, Munshiganj	CGPA: 2.95 out of 4	2016	1 Year
B.B.A (Hon`s)	Accounting	National University Govt. Haraganga College, Munshiganj	CGPA: 2.69 out of 4	2014	4 year`s
H.S.C	Business Studies	Narayanganj University College	GPA: 3.50 out of 5	2008	-
S.S.C	Business Studies	Fatulla Pilot High School	GPA: 2.94 out of 5	2006	-

Training & Workshop:

Training Title	Institute	Location	Year	Duration
practical Vat & Tax Training	Vat School	E-Learning	2020	2 Days
Financial Management	EMK Center	E-Learning	2020	3 Days
Cash Flow Management	EMK Center	E-Learning	2020	2 Days
Training On Time Management	SIMS Bangladesh	E-Learning	2020	3 Hours
Communication at Workplace	SIMS Bangladesh	E-Learning	2020	3 Hours
Developing Interpersonal Relation & Communication Skills at Workplace	SMS Inc	E-Learning	2020	3 Hours
The training On “Leadership”	SIMS Bangladesh	E-Learning	2020	3 Hours
Emotional Intelligence	SMS Inc.	E-Learning	2020	3 Hours
Leadership Start With “I”	GHRPB	E-Learning	2020	3 Hours
Leadership With Emotional Intelligence	GHRPB	E-Learning	2020	3 Hours
Professional Etiquettes In Communication	Future Icon	E-Learning	2020	3 Hours
HR Accounting Concept Of Human Capital Management	HACS	Chit Chat Restaurant Narayanganj	2019	1 Day
HR , Admin & Compliance	HACS	BiBi Road, Narayanganj	2019	4 Months
English & Business Communication	BiTM	Kawran Bazar	2019	2 Month
Supply Chain Management	HRDI Daffodil University	Dhanmondi, Dhaka	2019	3 Hours
Graphic Design & Adobe Photoshop	BTEB	Agargaon Dhaka	2019	6 Months
Accounts, Admin & project Management	CZM	Novo Tower Teigaon, Dhaka	2017	5 Days
Tally & Account Software ERP-9	BSSL	Sakh Center Purana Paltan,	2017	3 Months

COMPUTER SKILL:

- **Operating System:** Windows 7,10.
- **Organization:** Document/Report (MS Word, MS Excel, MS PowerPoint)
Internet & E-mail Browsing
Process Automation by Microsoft Excel Macro
Data Managing and Reporting Skill

LANGUAGE PROFICIENCY:

Good command over English.
Bengali is the mother tongue.

Soft skill

Problem Solving

Emotional Intelligence

Leadership & Team Building

Motivated & confident.

Accounts Planning

Budgeting

Personal Interest

Social & Religious Work

Collecting & Reading books

Travelling

Playing Football

Receive training

Extracurricular Activities:

- **Volunteer** : Driving awareness and education program
- **Organized** : Citizen open forum (COF)

- **Visitor** : BPO Summit Bangladesh, Tarunna joyatsob, Bangladesh Marketing day.

Personal Details:

Name	:	Mohammad Saiful Islam
Father Name	:	Mohammad Nur Islam Babul
Mother Name	:	Ayesa Aktar
Date of birth	:	May 18, 1991 (18/05/1991)
Present Address	:	House No:26, Fatulla Pilot School Road, Dapaldrakpur, Fatulla, Narayanganj
Permanent Address	:	House No:26, Fatulla Pilot School Road, Dapaldrakpur, Fatulla, Narayanganj
Religion	:	Islam
Nationality	:	Bangladeshi (by birth)
Blood group	:	AB positive (AB+)
Marital status	:	Unmarried
Gender	:	Male
National ID	:	19915502098592
Birth ID	:	19916735837024713

Reference:

Md. Faisal

Manager

HR & Compliance Department

Fatulla Apparels Ltd.

Jalkuri Siddirganj, Narayanganj

Contact No: 0191-3840794

E-mail : md.faisal692@gmail.com

Md. Helal Uddin

Sr.Officer

Industrial planning & Engineering Department

Fakir Fashion Ltd.

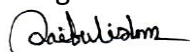
Rupganj, Narayanganj

Contact No: 01819-146211

E-mail : umhelal@yahoo.com

I do hereby declare that above information is true and correct to the best of my knowledge

Signature



14.02.2021

(Mohammad Saiful Islam)