
MD SHAIFUL ISLAM

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Personal Statement

A professional with in-depth knowledge and expertise in accounting & finance as well as in integrated business software i.e. ERP and data analysis has distinguishingly made him an ideal incumbent for any job role entailing financial expertise and business automation. A person with stupendous analytical skills, creative & innovative thinking, and a leadership disposition in decision-making has made him a highly viable recruit for any managerial role. A focused and self-motivated confident person who has a great commitment to work, attention to detail, compliance with rules & policies and confidentiality to sensitive information. Finally, A law-abiding person who cares for people and believes in a society free from discrimination.

KEY EXPERTISE

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|---|---|--------------------------------------|
| • Bookkeeping & Financial Reporting | • ERP Software Implementation & Supports | • Advance Data Analyzing ability |
| • Payroll Accounting & Cash Management | • Planning, organizing & leading capacity | • Audit & Accounting Consultancy |
| • Rendering Financial Services to customers | • Influencing & professional verbal & written communication | • Over-the-counter customer dealings |
| | | • Tax & VAT management |
| | | • Expert Trainer |
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PROFESSIONAL CERTIFICATION

Institute of Chartered Accountants of Bangladesh (ICAB)	2012 – 2015
Chartered Accountancy Course (CA-CC) & Certificate Level Completion	

EDUCATION

Bangladesh University of Professionals (BUP)	2019
Master's Degree-Business Administration (Major in Finance)	

Khulna University	2011
Bachelor's Degree - Business Administration (Major: Finance)	

PROFESSIONAL EXPERIENCE

The Premier Bank Limited, Dhaka, Bangladesh, South Asia	
Senior Officer, Financial Administration Division	June 2019 – March 2023

- Successfully reduced Cost of funds by 34% by conducting data analysis on operating expenses in 2022.
- Led the team to develop the software for maintaining the accounts of the Premier Bank Ltd Employees' Provident Funds.
- Developed the automation systems in order to coordinate & Monitor branch-level reports and to report to the Central Bank error-free.
- Analyzed the daily transactions data by monitoring the material fluctuations in the General Ledgers
- Provided solutions to the problems that branch officials face in using the core banking ERP software and help them generate different data from the software.

Runner Group, Dhaka, Bangladesh, South Asia
Assistant Manager, Accounts

July 2018 – June 2019

- Prepared and analyzed periodic accounts & other financial reports by generating data from the ERP software.
- Performed the daily bookkeeping functions in the ERP systems.
- Prepared periodic budgets, and fund flow forecasts and implemented the system of monitoring & controlling the budget through advanced data analyzing tools.
- Maintained necessary correspondence or liaison with external stakeholders e.g. Banks & other financial institutions for loans for finances through mail and verbal communications.
- Maintained and Monitored inventories in the ERP software and successfully resolved the discrepancy between software stock balances with physical stock counts that existed for more than 5 years.
- Led the implementation of the Sales Order Management System in the ERP Software.
- Oversaw the Tax & VAT and implemented shrewd tax planning leading to legitimate tax avoidance for the company by more than 40 % in the assessment year 2018-19.
- Assisted the internal and External Audit team on the ERP Systems Audit, Data integrity, Data Security Matters & Disaster Recovery and Contingency Plan Issues

Reve Systems Limited, Dhaka, Bangladesh, South Asia
Assistant Manager, Accounts

Dec 2015 – Jun 2018

- Prepared and analyzed periodic accounts & other financial reports by generating data from the ERP software.
- Accomplished the data analysis on cost centers leading to successfully increasing the net profits of the company by more than 20% for the years 2016 & 2017
- Reviewed general ledgers to ensure the accuracy of book entries and confirm daily fund flow statements
- Prepared & maintained receipts & payment vouchers, journal vouchers, cash book, general ledgers
- Checked petty cash records, cash journal records, and ensured proper cash book data entries made

S.F Ahmed & Co. Chartered Accountants, Dhaka, Bangladesh, South Asia
Audit Trainee & Team Leader

Jan 2012 – Jul 2015

- Developed audit plans, led audit teams, scheduled and oversaw the audit assignments
- Led fieldwork for internal audit, risk consulting and due diligence assignments as a senior team member
- Evaluated the implementation of internal control systems of clients & suggested process improvements
- Gained an understanding of business soft wares e.g. Xero, Sage, and QuickBooks etc. through audits of various clients.
- Accomplished advanced MS Excel skills to generate insightful analysis from large quantities of data (eg pivot tables, lookups, Power Query, etc)