



## FARIA ISLAM SARAH

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*Finance professional with hands-on experience in financial reporting, automation, and donor compliance. Skilled in leveraging analytical tools and software to drive operational efficiency and ensure regulatory compliance.*

### WORK EXPERIENCE

#### Associate, Finance and Administration

**Teach For Bangladesh** | Dhaka | May 2023 – Present

- Ensured accurate transaction recording in QuickBooks through direct entry and spreadsheet sync, improving financial accuracy and efficiency.
- Prepared and managed project budgets and donor financial reports, ensuring alignment with donor requirements and government regulations (NGOAB, NBR).
- Conducted budget vs. actual variance analyses and developed a donor reporting dashboard used by senior management to monitor burn rates and project expenditures.
- Prepared FD-6 budgets and revisions for NGOAB, streamlining processes through a consolidated master sheet that linked supporting files and reduced manual effort.
- Automated journal entry processes by developing an Expense Form using Google Sheets advanced formulas, Google Apps Script, HTML, JavaScript, and PerformFlow, boosting efficiency by 50% and adopted by 35 staff.
- Developed a finance dashboard providing real-time transaction updates, improving transparency and accessibility across the organization.
- Maintained internal controls, ensured audit readiness, and stayed updated on VAT and Tax regulations to support compliance and return submissions.
- Prepared due diligence reports and MOUs for vendor enlistment.

#### Assistant Manager (Accounts)

**Baatighar** | Dhaka | Dec 2021- October 2022

- Maintained Petty cash, managed financial records, including reconciliation of accounts payable, receivable and monthly bank reconciliation statements.
- Oversaw fund management and ensured timely bank and cash payments.
- Implemented process improvements for vendor, royalty payment and product costing through documentation and automation, enhancing operational efficiency.
- Handled payroll for 25 employees and ensured data confidentiality.

#### Internship Trainee

**Jamuna Bank Limited** | Corporate Office Shantinagar Branch, Dhaka | July 2019 - Oct 2019

- Assisted in accounting operations, delivered clerical support and prepared L/C files for the clients with corresponding papers

### EDUCATIONAL BACKGROUND

- 2021 | **M.B.A** (CGPA 3.53), Concentration: Finance & Banking
- 2019 | **B.B.A** (CGPA 3.40), Concentration: Finance & Banking  
Department of Business Administration  
Shahjalal University of Science & Technology, Sylhet
- 2013 | **H.S.C**  
Group: Business Studies | GPA 5.00 (Out of 5.00)  
Viqarunnisa Noon School & College
- 2011 | **S.S.C**  
Group: Business Studies | GPA 5.00 (Out of 5.00)  
Motijheel Govt. Girls' High School

## TRAINING & CERTIFICATIONS

- TDS Compliance Management Training 2025, SMAC HRS Ltd
- VDS Compliance Management Training 2025, SMAC HRS Ltd.
- Ability to Execute (A2E) Essentials, McKinsey Academy
- Prevention of Sexual Harassment, Exploitation, and Abuse (PSHEA) and the Child Protection Policy (CPP) Training, BRAC
- Excel Skills for Business Specialization, Macquarie University, Coursera
  - Essentials – Credential ID: P828M7ES932N
  - Intermediate I – Credential ID: 28ZQVP4UFSXK
  - Intermediate II – Credential ID: VBWG4LTP9B6T

## TECHNICAL SKILLS

### Financial Tools & Accounting Software

- QuickBooks Online (Journal Entries, Reporting, Spreadsheet sync, Bank Reconciliation)
- Odoo ERP (POS, Inventory)

### Analytics & Automation

- Advanced MS Excel (PivotTables, Macros, Online data Scraping, Financial Modeling)
- Google Workspace (Sheet, Doc, Form, Slide, Gmail)
- Google Apps Script (Workflow Automation)
- MS Office (Word, Excel, PowerPoint, Access)
- HTML, JavaScript (Web Development & Scripting)

### Statistical Software

- EViews (OLS Estimation, CLRM diagnostics, Panel Data Analysis)
- Stata (Post-estimation commands, interaction terms, data modeling)

### Design Tools (Basic)

- Adobe Illustrator (Brochures, Banners)
- Adobe Photoshop (Photo Editing)

## ACHIEVEMENTS

- **Runner-Up**, Innovate, Incubate, and Grow 2016 (British Council & ChangeMaker Bangladesh)
- **S.S.C Talent Pool Scholarship**, 2011

## LANGUAGE

**English:** Reading, Writing, Speaking, Listening

**Bangla :** (Native Speaker)

## INTERESTS

Books, Music, Movies, Traveling, Gardening, Cycling

## REFERENCE

Nazia Huda  
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