



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

- Recorded journal entries in QuickBooks while ensuring TDS/VDS compliance.
- Prepared comprehensive donor financial reports and collaborated with the Partnerships team.
- Tracked donor budgets, expenditures, analyzed variances and implemented corrective actions
- Developed an automated reimbursement request system and dashboard for 35 staff using Google Sheet, Google Apps Script and HTML, increasing staff satisfaction by 80%
- Developed an automated data entry system for preparing journal entry using google sheet and Google Apps Script, reducing manual entry time by 50%.
- Supported the maintenance of internal control systems, safeguards for receipts, cost management, program budgets, and actual expenditures.
- Contributed to drafting the Finance Manual, including policies on record keeping, procurement, ethical conduct, and anti-corruption.
- Supported in preparing FD6 for NGO Affairs Bureau.
- Supported tax filing and audit preparation to ensure compliance and documentation accuracy.
- 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 ensure 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, prepared L/C files for the clients with corresponding papers

EDUCATIONAL BACKGROUND

- 2021 | **M.B.A** (CGPA 3.53), Concentration: Finance & Banking
Department of Business Administration
Shahjalal University of Science & Technology, Sylhet
- 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.
- 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, Chart of accounts, supplier, employee opening, Reporting, Spreadsheet sync.)
- 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

Deputy Director, Finance and Admin

Teach for Bangladesh

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