



NASRIN

BRANCH ACCOUNTS OFFICER

CONTACT

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- ✉ nasrinjahannishi820@gmail.com
- 📍 North Mulchar, Dighirpar, Tongibari, Munshiganj, Dhaka.

EDUCATION

2021 – 2022

CHANDPUR GOVT COLLAGE

- Master of Science (MSc)

2017 – 2021

GOVT HARAGANGA COLLAGE

- Bachelor of Science (BSc)
- CGPA: 3.08

SKILLS

- Project Management
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking

LANGUAGES

- Bangla
- English

CAREER OBJECTIVE

To join BRAC as a Branch Accounts Officer and contribute to the organization's financial management by ensuring accurate record-keeping, transparent financial transactions, and compliance with accounting principles.

WORK EXPERIENCE

Lekhok Prokason

Editorial Assistant & Cross-checking Specialist 2023- present

- Assisted in writing and editing manuscripts, ensuring clarity and coherence.
- Cross-checked content for factual accuracy, consistency, and grammatical correctness.
- Reviewed and verified information to maintain high editorial standards.
- Collaborated with senior writers and editors to refine content before publication.
- Ensured that all materials adhered to the publisher's style guidelines and formatting standards.
- Provided feedback on drafts and suggested improvements for better readability.

Bangladesh Extension Education Services (BEES)

Branch Accounts Officer 12.01.2019-11.01.2021

- Maintaining and verifying daily financial transactions of the branch.
- Preparing and submitting monthly income and expense reports to the head office.
- Preparing and preserving vouchers in compliance with organizational accounting policies.
- Assisting in internal and external audits by providing necessary documentation and explanations.
- Managing payroll and other financial disbursements for branch employees.
- Coordinating and reconciling bank transactions related to branch operations.

REFERENCE

Md. Khademul Islam.

Sub-Zonal Manager.

Bangladesh Extension Education Services (BEES)

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Azmol Hossain

Primary School Teacher.

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