

Ref. : Symbol/23

Issue Date : August 30, 2024

To whom it may concern

It is hereby written to certify that, **Mr. Md. Aminul Islam** son of :Md. Jahangir Alam Address : 123, DIT Extension Road, Malibagh, Dhaka-1230, Bangladeshi Citizen, bearing National Identity Card Number : 345634634567, Religion : Islam has been working as **an Accountants** from the appointed date January 1, 2019 to till 30.12.2024 at **Symbol Soft Limited**.

His main job responsibility was:

Documenting financial transactions. Monitoring the efficiency of existing accounting procedures and ensuring they comply with the government regulations Reviewing financial documents to resolve any discrepancies and irregularities Reconciling already documented reports, statements and various transactions Recommending financial actions by analysing accounting options. Cooperating with auditors in preparing audit reports. Providing guidance on revenue enhancement, cost reduction and profit maximisation Preparing and analysing financial statements like cash flow statement, balance sheet and profit and loss statement Submitting annual tax returns

Performance: The said accountant is highly skilled in using computer based applications in managing account, good at coordinating and supervising junior staff at work and received excellent feedback from our valued clients.

I wish him all success in his future endeavors.

Nazmul Kabir Khan
Manager, HRD
Symbol Soft Limited