

Md. Khurshid Alam

Bookkeeper



AREAS OF EXPERTISE

Xero, Quickbooks, sage, MYOB

A2x, Dext, Hubdoc

Bank Reconciliation

UK VAT Returns

Producing Financial Reports

Microsoft Suite

PROFESSIONAL

Certified Advisor Xero

Quickbooks ProAdvisor

VAT Agents, HMRC UK

PERSONAL SKILLS

Tenacious work ethic

Attention to detail

Ability to meet deadlines

Keen to learn

Positive attitude

PERSONAL DETAILS

*Md. Khurshid Alam H-9, R-8/B,
Mohammadia Housing Society,
Mohammadpur, Dhaka-1207,
Bangladesh*

M: +880 1818806652

E: mka.rubel@gmail.com

DOB: 07/01/1986

Passport: Yes

Married: Yes

Nationality: Bangladeshi

PERSONAL SUMMARY

Adaptable, resourceful, and enthusiastic Bookkeeper with extensive experience in managing and reconciling company accounts. Known for taking ownership of financial responsibilities and ensuring accuracy in all areas of bookkeeping. A strong communicator with excellent interpersonal skills and a solid foundation in accountancy, including assisting in the preparation of financial statements. Highly collaborative team player who approaches problem-solving with a proactive and supportive attitude, especially when analyzing and resolving accounting discrepancies.

WORK EXPERIENCE

Freelance Bookkeeper (Fiverr & Local Market) for last 5+ years. (Current)

Bank: IFIC Bank

Assistant Officer

Nov 2016-April 2018

Working as part of a team that is responsible for making sure that the flow of costs and revenues between the various projects, regions and people is accurately accounted for and managed.

Duties:

- Updates Clients books according to Accounting Principles
- Cloud Bookkeeping on XERO
- Checking invoices & Bills
- Reconciling Bank Statement.
- Resolution of invoice queries including credits.
- Manage AP& AR, cash books
- Management accounts preparation.
- Preparation of year end accounts for clients.

KEY SKILLS AND COMPETENCIES

- Cloud Bookkeeping- XERO, Quickbooks, Sage, MYOB.
- Accounts preparation and reporting (UK, AUS, USA)
- U K VAT Return, Company Tax return and Accounts filing to HMRC, UK.
- MS Office suit
- Handy in Slack, Trello, Zoom and Cloud apps

ACADEMIC QUALIFICATIONS

MBA in Management

Jagannath University, Dhaka 2008 - 2010

BBS (Hon's) in Management

Jagannath University, Dhaka 2004 - 2008

REFERENCES – Available on request

