

Faisal Mahmud

Bookkeeper

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Address: Bank colony, Savar, Dhaka, Bangladesh

LinkedIn: www.linkedin.com/in/itsfaisalmahmud

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Profile

My objective is to provide high-quality services to my clients in the fields of Accounting, Bookkeeping. I am very passionate about my work. I will do my best effort to do your projects in the time agreed and with high quality. Your satisfaction and timely delivery are my highest priorities!! Let me handle your accounting needs so you can focus on growing your business and unlock its potential.

Employment

Bookkeeper - May 2022 - Present
Upwork

Bookkeeper - May 2022 - Present
Fiverr

Education

BBA Professional (Accounting)
National University | Bangladesh - Jan 2017 - Jul 2022

HSC, Business/Commerce,
Savar Govt College - Jan 2014 - Jan 2016

SSC Business/Commerce
Savar Adhar Chandra High School - Jan 2012 - Jan 2014

Licenses & Certifications

Intuit Inc.

QuickBooks Online Advanced Certification - Aug 2022

Xero

Xero Certified Professional - Aug 2022

Corporate Finance Institute® (CFI)

Accounting Fundamentals - July 2022

CoderTrust Bangladesh

Accounting management system - July 2022

Great Learning

Supply Chain Management - July 2022

Bangladesh Technical Education Board

Microsoft Office Applications - Aug 2017

Skills & expertise

- QuickBooks • Xero • Microsoft Excel • Accounts Payable • Journal entry
- Accounting • Bank Reconciliation • Invoice entry • General Ledger • Balance sheet
- Accounts Payable • Accounts Receivable • Team Management • Bookkeeping
- Project Management • Microsoft Office • Transaction Data Entry • Leadership
- Microsoft Word • Virtual Assistant • Web research • Lead Generation

Quality

- Honest • Punctual • Fast learner • Friendly

Honors & Awards

Successful Freelancer award - Sep 2022

Extracurricular Activities

UNICEF Bangladesh

Volunteer - Aug 2017

Bondhushava

Volunteer - Aug 2017

Kishor Ekota

Volunteer - Aug 2017

Hobbies

- Swimming • Exploring new places • Learn new things

Language

- English • Bengali • Hindi • Urdu

Reference

Megan Genest Tarnow
Industry Lead, Nonprofit
High Rock Accounting

Date: 28/10/2022

Faisal

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