

Contact

Dhaka, Bangladesh.
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(LinkedIn)

Top Skills

Error Fixing
Catch up & Clean Up.
Health Care Bookkeeping

Languages

English (Professional Working)
Bengali (Native or Bilingual)

Certifications

QuickBooks Online Advanced
Certification
Xero Advisor Certified
QuickBooks Online Pro-Advisor
Certification.

Honors-Awards

“Franklin Award for Excellent job”
from Honorable Ambassador, US
Embassy, Bangladesh.

“On-Line Writing Lab Course PY211-
DL07 High Intermediate/Advanced
Writing” - organized by National
Foreign Affairs Training Center,
Foreign Service Institute, U.S.
Department of State

“Communicative English Course
Certification” from Freelance English
Language Trainer conducted by
HRO, US Embassy, Dhaka.

English for Speakers of other
language Certification from
University of Cambridge.

“Business English Certificate
Preliminary” – Council of Europe
Level B1-University of Cambridge
ESOL Examinations from British
Council, Dhaka.

Syed Kamruzzaman, MAcc

Professional Remote Bookkeeper & Accountant #QBO Pro-Advisor
& Advanced Certified #Xero #Wave #General Bookkeeping #Charity
Bookkeeping #HealthCare Bookkeeping #Payroll #Reconcile
#Financial Reports #Many more.

Dhaka, Bangladesh

Summary

Syed Kamruzzaman, MAcc

a Professional Remote Bookkeeper & Accountant and Owner of
"Zapro BPO", Legal name: Zapro Corporation.

Former Diplomatic Surveillance Detection Coordinator (SDC)
U. S. Department of State. Regional Security Department, American
Embassy, Dhaka, Bangladesh.

I have worked with different companies & organizations for more
than 20+ years with strong proficient back ground both offline and
online at home and abroad. I am leading an expert team based
bookkeeping services company as self-employed.

I cooperate providing accurate bookkeeping and accounting services
to growing your business with smooth run.

My expert team based company work for SMEs & SMD business
bookkeeping of USA, UK, UAE and Worldwide.

Let's Contact!

The Services That My Company Provide:

- * Company accounts book setup (QBO, XERO, WAVE, BUILIUM).
- * General bookkeeping services using cloud accounting software,
like QBO, Xero, Wave, etc.
- * Categorizations with Chart of Accounts.
- * Invoices and bills recording.
- * Reconciliation of bank, credit card & PayPal accounts.
- * Farm wise report generation.
- * Catch up and clean up of the book.
- * Prepare financial statements (Profit & Loss statement, Balance
Sheet, Accounts Payable, Accounts Receivable, Cash Flow

statement, etc.) and we do many more customized reports for my honorable clients).

- * Prepare Payroll.

- * Prepare VAT.

- * Work with all SMEs bookkeeping, like Property bookkeeping, legal bookkeeping, Gasoline station bookkeeping, car wash bookkeeping, etc.

Experience

Zapro BPO, Legal Name: Zapro Corporation
Professional Remote Bookkeeper & Accountant
January 2010 - Present (13 years 11 months)
Dhaka, Bangladesh

Smart Business Solutions Makes A Business Owner Happy and Healthy.
Organize your finances, your business, and your life!

Responsibilities:

- * Contact clients to get bookkeeping and accounting service.

- * Manage team members to do the work accurately.

- * Do work with QBO, Xero, Wave, Buildium, etc accounting software. We provide Bookkeeping * Services for a Variety of Industries.

- * Remote Bookkeeping and accounting services.

- * Company setup in QBO, XERO, Wave, etc, accounting software.

- * Catch up and clean up Service.

- * Payroll service.

- * Sales Tax service.

- * Prepare, review and reconciliation of all accounts including correct categorization of all expenses and income.

- * Monthly, quarterly and yearly financial reports.

- * A monthly strategy session, and

- * Unlimited email support

Imagine what it would feel like to wake up each morning and do the thing you love, focusing on the core of your business. Instead of feeling burnt out, stressed out, and confused about your business's financials.

Are you ready to grow your business with confidence?

Just contact us!

Trained up by:

Fintech BPO Service

Barking, England, United Kingdom.

Course Name: International Bookkeeping: Work-Based Training (Cloud Bookkeeping and Accounting - QuickBooks Online, Xero & Wave)..

- QUICKBOOKS ONLINE
- XERO
- WAVE
- LEGAL BOOKKEEPING
- PROPERTY BOOKKEEPING
- CIS(CONSTRUCTION INDUSTRY SCHEME)
- Charity Bookkeeping
- All SMEs bookkeeping and accounting including financial reports.

Sumatra Group of Companies

Manager

January 2014 - October 2023 (9 years 10 months)

Dhaka, Bangladesh

Position: Manager

Department: Sales, Administration, Management & Finance.

Company: Sumatra Group (Fuel & LPG Stations), Location: Dhaka, Bangladesh

Responsibilities:

- Overall sales progress, promotion program monitor, customer care monitor, contact and settle corporate credit clients of three (3) stations.
- Preparing Monthly profit & Loss account, net worth statement, Purchase & sales statement based on monthly transaction and yearly turnover statement.
- Liaisoning with external agencies (police / municipalities / corporation / premise security agencies / Premises Co-op Society) and government bodies.

American Embassy, Department of states.

Surveillance Detection Coordinator (SD Coordinator)

December 2000 - April 2009 (8 years 5 months)

Dhaka, Bangladesh

Responsibilities:

- * Primary focus on organizing, administrating, managing and operating a special security project for (40 to 50 team members) detecting any suspicious activities against diplomatic personnel & properties.
- * Establish standing-order plan, after dissecting existing problems, and disseminate the news of updated policy among subordinates.
- *prepare and manage property, budget, accounting and other operational plan for the entire project.

* Perform other duties as directed by the Regional Security Officer and the Department of states, United States of America.

A. Professional Training on Management:

- i) Human Resources Management Online Courses from Brentwood Open Learning College, UK.
- ii) Logistics & Supply Chain Management online course from Brentwood Open Learning College, UK.
- iii) International Marketing & Supply Chain Management online Course from ALISO, India.

B. US Embassy, Dhaka, Bangladesh and the United States Department of state, Bureau of Diplomatic Security organized the following courses.

- 1) Project Management and operation Training conducted by US Embassy, Dhaka.
- 2) Advanced Intermediate Surveillance Detection Training, August 2002.
- 3) Surveillance Detection Regional Coordinator Workshop, Cairo, Egypt- December- 2004.
- 4) Surveillance Detection Regional Coordinator Workshop, Amman, Jordan- Sept.2006.
- 5) "Effective Communications Skills" from TACK, Oct 2003.
- 6) "Time Management and Assertiveness" from TACK, Oct 2003.
- 7) "Business English Certificate Preliminary" – Council of Europe Level B1- University of Cambridge ESOL Examinations from British Council, Dhaka.
- 8) "Communicative English Course" from Free lance English Language conducted by HRO, US Embassy, Dhaka.
- 9) "Customer Service"- conducted by HRO, US Embassy, Dhaka.
- 10) "On-Line Writing Lab Course PY211-DL07 High Intermediate/Advanced Writing" August 27-October 19, 2007, organized by National Foreign Affairs Training Center, Foreign Service Institute, U.S. Department of State.

The ACME Laboratories Ltd

Medical Promotion Officer

January 1998 - December 1999 (2 years)

Dhaka, Bangladesh

Responsibilities:

- * Briefing about products to physicians / doctors and chemists visiting hospital, clinic, pharmacies and rural physicians cum chemists.
- * Contact with the sellers / chemists, collect order of large volume of products.

* Survey / monitor/review the market, hospital, clinic, chemists regularly to justify the competitiveness of the products.

YoungOne Limited (Korean Company)

Bookkeeping & Accounts Officer.

January 1997 - December 1998 (2 years)

Chattogram, Bangladesh

Responsibilities:

* Check the bills, cash memo, payroll, bank statement reconciliation and all accounts related tasks.

* Prepare journal, general ledger with computer soft copy to prepare the quarterly and monthly profit & loss statement and balance sheet.

* Assist Accounts manager to run the company's financial department smoothly.

Padma Overseas Limited

Reservation Officer and Sales Executive.

January 1993 - December 1997 (5 years)

Dhaka, Bangladesh

Responsibilities:

* Airlines ticket reservation to various airlines, confirm & reconfirm tickets and finally monitor the collecting tickets from airlines office.

* At last ensure the best services to the honorable clients / passengers for their relaxed travel in / around at home and abroad.

Education

University of Dhaka

Masters in Commerce (M. Com), Accounting., Accounting · (July 1991 - June 1992)

University of Dhaka

Bachelor in Commerce (B. Com, Hon's), Accounting., Accounting · (July 1988 - June 1991)

Government M. M. College, Jashore

Higher Secondary School Certificate (H.S.C) in Commerce., Business/Commerce, General · (July 1986 - June 1988)

Lahuria H. A. K. Academy, Lahuria, Narail.

Secondary School Certificate (S.S.C) in Humanities., Humanities/Humanistic
Studies · (July 1982 - June 1986)

Intuit QuickBooks Online