



KHADIZA BINTA MAHBUB

REMOTE BOOKKEEPER

PROFILE

Detail-oriented and highly skilled Bookkeeper with over 3 years of experience in accounting and financial management. Proficient in QuickBooks Online, Xero, and Wave Apps, with a proven track record of accurately recording financial transactions, reconciling accounts, and producing timely and insightful financial reports. Seeking to leverage expertise and technical proficiency to contribute to the success of a dynamic organization.

WORK EXPERIENCE

- Pride Biz Solutions** 2024 - Present
Freelance Bookkeeper
 - Managing client bookkeeping accounts.
 - Recording and categorizing transactions.
 - Reconciling bank and credit card accounts.
 - Ensuring compliance and accuracy in records.
 - Handling multiple clients across industries.
 - Preparing financial reports.
- ATS Corporation** 2019- 2023
Accounts Officer
 - Logging every transaction using internal software.
 - Posing all customer Invoices and Bills from vendors.
 - Responsible for LC, and other transactions.

Certifications

QuickBooks Online Advanced ProAdvisor
Xero ProAdvisor
Wave certified

CONTACT

- +8801974905960
- khadiza.atscorporation@gmail.com
- Remote, anywhere in the world

EDUCATION

2013 - 2014
DHAKA UNIVERSITY

- Masters of Business Administration (MBA)

2009 - 2013
NATIONAL UNIVERSITY

- Bachelor of Business Administration (BBA)

SKILLS

- Cloud Accounting
- Quickbooks Online
- Xero
- Wave App
- Team Work
- Effective Communication
- Critical Thinking

LANGUAGES

- English (Fluent)
- Bangla (Fluent)