



# SADIA AKTER

## BOOKKEEPER

### CONTACT

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📍 Cherag ali, Tongi, Gazipur  
City, Dhaka, Bangladesh

### EXPERTISE

- Proficient in QuickBooks Online, Xero, Wave, and Excel.
- Experienced in real estate, e-commerce, logistics, and healthcare industries.
- Skilled in financial reporting and reconciliation.
- Expert in managing complex transactions (wire transfers, reimbursements).
- Customized Chart of Accounts creation.
- Strong client collaboration and communication skills.
- Dedicated to accuracy, compliance, and efficiency.

### LANGUAGES

- English
- Bangla



### PROFILE

I'm a dedicated and motivated professional bookkeeper with a passion for consistency in financial management. I am excited about the opportunity to bring my expertise to a new challenge and contribute to the success of the company. I am confident in my ability to make a positive impact in any bookkeeping role.



### WORK EXPERIENCE

#### Pride Biz Solutions

Freelance Bookkeeper

2024 - PRESENT

- Managing client bookkeeping accounts.
- Recording and categorizing transactions.
- Reconciling bank and credit card accounts.
- Preparing financial reports (P&L, balance sheets, cash flow).
- Ensuring compliance and accuracy in records.
- Handling multiple clients across industries.

#### Rahman Intergalactic Enterprises LLC DBA Disability lab

Bookkeeper

2024 - 2025

- Recorded multiplatform sales from Amazon, Shopify, eBay, and Etsy.
- Reconciled transactions from various payment systems and platforms.
- Managed expenses and tracked inventory using Cin7 Core.
- Processed payments and subscriptions through Pencil Pay.
- Generated financial reports for insights and tax compliance.
- Ensured smooth integration of financial data across platforms.

#### Santorini Serenity Corp.

Bookkeeper

2023 - 2024

- Managed payroll processing for salon staff.
- Recorded employee wages, deductions, and benefits.
- Ensured accurate tax withholdings and compliance.
- Reconciled payroll accounts and prepared reports.
- Provided support for financial planning and budgeting



### EDUCATION

Master of Business Administration (MBA)

2017-2018

Department of Accounting

**Government Titumir College**

Bachelor of Business Administration (BBA)

2013-2014

Department of Accounting

**Government Titumir College**