

KAZI UDDIN

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Summary

I have experience in software-based recording transactions, preparing payroll, reconciling bank statements, year-end closing, financial statements analysis & inventory management. Leading and supervising the team to accomplish deadline-based job targets. More comfortable with the rules-driven work environment. Proficient in using QuickBooks Online and Desktop for invoicing, recording transactions, bank & credit card reconciliation, and payroll processing. Having fundamental knowledge of GAAP and familiarity with IRS Form-940, 941, 1040, 1099, I-9, W-2, W-4.

Skills

- Bookkeeping, Financial statement analysis
- Accounting & inventory management software
- QuickBooks Online & Desktop, Bill.com
- Attention to Detail, Time Management
- Cross-Functional Team Management
- Proficient in payment verification,
- Ms-Word, Excel, PowerPoint, Outlook
- Supervising, Leadership

Work Experience

Bookkeeper/Jr. Accountant

03/2023 –

South Asian Food Inc., Maspeth, Queens, New York, USA

- Check and verify bills submitted by vendors before issuing checks.
- Issuing checks for vendors' payments, customers' check deposits using a remote check deposit system, and managing wire transfer payments.
- Prepare payroll, bank & credit card reconciliation, and record transactions in QuickBooks Desktop.
- Create Invoices and Enter Bills in QuickBooks.
- Communicate with customers for collection and vendors for bill payment.

Warehouse Team Member

01/2023 – 03/23

Worldwide Flight Services, JFK, New York, USA

- Scanned incoming and outgoing packages of Air Cargo.
- Packing scanned packages for Air and Road transportation.
- Sorting mismatched, dangerous goods and damaged packages.

Assistant Manager of Accounts & Audit (Similar to Bookkeeper)

02/2017 – 10/2022

Ashuganj Power Station Company, Dhaka, Bangladesh

- Checked and verified invoices submitted by local & international vendors and construction firms.
- Confirmed Letter of Credit payments as per INCO terms & agreement with the suppliers.
- Prepared and checked monthly payroll & bank reconciliation statements.
- Supervised the team in software-based recording transactions and year-end closing.
- Financial statement and budget analysis as per direction of top management.

Education and Certification

Certified Bookkeeper

The American Institute of Professional Bookkeepers (AIPB)

Master of Business Administration in Accounting

University of Chittagong, Bangladesh

(US equivalency of Master's Degree as per Credential Evaluation Report by World Education Services)

Bachelor of Business Administration in Accounting

University of Chittagong, Bangladesh

(US equivalency of Bachelor's Degree as per Credential Evaluation Report by World Education Services)