

# KAZI UDDIN

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## Summary

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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

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- 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

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### **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

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### ***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)