

Md Rahman

Accounting

Reno, NV 89523

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(775) 375-8686

CPA Candidate, Bookkeeper, Accountant, Accounts Payable, Accounts Receivable, Tax, Auditing, Finance etc.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Accountant

Bottomline Bookkeeping and Business Services - Reno, NV

December 2018 to Present

Transactions Specialist (Short Assignment)

Arvato Digita Services LLC - Reno, NV

April 2018 to August 2018

Validate and Audit the transactions for Microsoft. Successfully finished the training on SOX and performed working on them. Experienced with several kind of customized software for validation and audit.

Accounts Payable (Temporary Assignment)

TRINET GROUP, INC - Reno, NV

January 2018 to March 2018

Assists Senior Specialist Accounts Payable with review of all invoices – matching PO's for Invoice Processors to facilitate input. For non-PO invoices provides coding and reaches out to FP&A and/or OPEX for questions on coding.

For Invoices processed outside of Procure-to-Pay system (OSP) provides coding and determines all approvals are in order

Works with OPEX department to make sure all invoices are properly coded for month-end accrual

Works with Sourcing Specialists to follow up on purchase orders matching of invoices.

Supports tax, audit and SOX compliance testing requests

Works with AP Manager, Supervisor or Project Manager to identify and support potential areas for process improvement.

Tax Professional (Seasonal)

Jackson Hewitt Tax Services - Reno, NV

2017 to 2018

Prepare tax return and customer services including receiving phone calls, scan, print, preparing schedule for the clients, report etc. and also communicate with supervisor and take necessary steps to keep the branch office well maintained. Make phone calls and maintain relationship with the customer.

Used customized software and keep track record on performance. Used several tools from starting point to finishing point of Tax preparation.

Accounting (Temporary Assignment)

Ormat Technologies Inc - Reno, NV

July 2017 to November 2017

Review Field Tickets, Process Invoice, Missed Accrual Report, Prepare Use Tax report and Finding out tax involvement with invoice according to SOX. Successfully performed the usage of customized accounting software. Investigate the field ticket and Communicate with inside and outbound parties to validate the transaction via phone call, email and in person.

Tax Professional (Seasonal)

Jackson Hewitt Tax Services - Reno, NV

2016 to 2017

Prepare tax return and customer services including receiving phone calls, scan, print, preparing schedule for the clients, report etc. and also communicate with supervisor and take necessary steps to keep the branch office well maintained.

Inventory Mgt Specialist

Walmart - Reno, NV

2013 to 2014

Inventory pick up and send them to floor. Calculate the inventory and send the left over back to the back-room from the floor.

Area Manager

Schmetz Asia Pte LTD - Singapore

2001 to 2012

I was responsible for Bangladesh Market to look after Bangladesh Liaison office for sales and marketing, store and accounts, commercial and entire office. Forecasting, Budgeting, Finance, Banking was also part of my responsibility and report to Head office weekly, monthly, Quarterly and also yearly. Conducted more than 200 Seminars to customers place, Educational institutions, Buying houses and also to other vendors places,.
Experience with Quick book, Tally and FACT accounting software.

Education

MBA (Pursuing) in Finance

University of Reno, NV - Reno, NV

January 2018

Intermediate Cost and Management Accountant (course completed)

ICMAB, Dhaka, Bangladesh - Dhaka, Bangladesh

Skills

- Microsoft Office, Quick Book, Tally, FACT etc. (10+ years)
- GAAP, SOX

- General Ledger Accounting
- Accounts Payable
- Accounting Software
- Bank Reconciliation
- General Ledger Reconciliation
- Journal Entries
- Financial Analysis
- Financial Report Writing

Certifications and Licenses

AOTS Management Training

Listening Vs Hearing

Certified Quick Books Professional User

Assessments

Accounting Skills: Bookkeeping — Highly Proficient

January 2020

Calculating and determining the accuracy of financial data.

Full results: [Highly Proficient](#)

Basic Spreadsheets with Microsoft Excel — Highly Proficient

September 2018

Measures a candidate's knowledge of basic Microsoft Excel techniques, including sorting, formatting, and filtering of columns or rows.

Full results: [Highly Proficient](#)

Typing — Proficient

July 2020

Transcribing text using a standard keyboard.

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.