

MD ZAHURUL ISLAM

REMOTE BOOKKEEPER & FINANCE CONSULTANT

Uttar Badda, Dhaka, Bangladesh | zahirzahurul6@gmail.com | +88-0171334671 | [LinkedIn](#)

PROFESSIONAL SUMMARY

Experienced cloud accounting and remote bookkeeping specialist with 14+ years of global expertise in QuickBooks, Xero, Zoho, and Wave. Skilled in payroll, VAT, tax, bank reconciliation, and financial reporting. Dedicated to helping businesses streamline operations, ensure compliance, and drive growth through accurate and efficient accounting solutions.

PROFESSIONAL SKILLS

- Financial Reporting & Analysis
- Bookkeeping & Reconciliation
- Payroll Management
- Financial VAT & Tax
- US Tax Compliance
- Cost Reduction & Budgeting
- GAAP/IFRS

TECHNICAL SKILLS

- QuickBooks Online & Xero
- Wave
- Zoho Books
- Payroll Bookkeeping
- Dext.Com
- Hubdoc
- MS Excel (Advanced)

PROFESSIONAL EXPERIENCE

Accountant, Ledgora Associates (Remote, USA)

Apr 2025 - Present

- Manage cloud-based bookkeeping for international SMEs using QuickBooks Online, Xero, Zoho Books, and Wave; perform accurate bank reconciliations and resolve complex errors for audit-ready records.
- Oversee payroll processing for U.S. clients, including tax deductions and reporting; support VAT and U.S. tax compliance and prepare P&L statements, balance sheets, and cash flow reports.
- Collaborate with cross-functional teams to implement efficient accounting systems; develop budgeting and forecasting models to support strategic decision-making and improve financial planning.

Senior Manager, Credit Care Agency

July 2010 - Dec 2024

- Led full-cycle financial operations for SME clients, including budgeting, forecasting, and management reporting, while conducting cost reviews and financial analysis to improve profitability and support strategic decisions.
- Supervised accounting teams to deliver accurate bookkeeping, payroll, and tax compliance services on time; maintained strong client relationships through customized accounting solutions.
- Implemented and optimized cloud-based systems such as QuickBooks and Xero to automate workflows, enhance accuracy, and streamline financial processes.

EDUCATION

Chartered Secretary (Level 03) Institute of Chartered Secretaries of Bangladesh	Jun 2022 - Present
Currently pursuing the Chartered Secretary (CS) qualification from the Institute of Chartered Secretaries of Bangladesh (ICSB). Completed Level 02, now enrolled in Level 03. Building strong expertise in corporate governance, company law, compliance management, corporate secretarial practices, and regulatory affairs for strategic business support.	
BACHELOR OF LAWS (LLB) City Law College, National University Bangladesh	Jan 2021 - Dec 2022
Completed a Bachelor of Laws (LLB) from the National University, Bangladesh, with a strong foundation in corporate law, taxation law, business compliance, and legal documentation. Developed skills in contract law, regulatory compliance, and legal aspects of financial operations, adding value to cross-functional roles in accounting and business management.	
Master of Business Administration - MBA Dhaka International University	Jan 2016 - Dec 2017
I have completed an MBA in Management from Dhaka International University, focusing on strategic management, financial analysis, organizational leadership, and business operations. Gained expertise in decision-making, team management, and business planning, strengthening my ability to lead in dynamic environments and support cross-functional business goals.	
BSc. in Computer Science & Engineering Dhaka International University	Jan 2010 - Dec 2014
Completed BSc in Computer Science & Engineering from Dhaka International University, with a strong focus on software development, data structures, algorithms, database management, and computer networks. Developed skills in problem-solving, programming (C/C++, Java, Python), and IT systems, laying a solid foundation for tech-driven business environments.	

CERTIFICATES

QuickBooks Online Level-1 Intuit	Apr 2025
QuickBooks Online Level-2 Intuit	Apr 2025
QuickBooks Advance Pro-Advisor Intuit	Dec 2024
Xero Advisor Xero	Jun 2025
Accounting for Freelancing, Level- 4 National Skills Development Authority	Feb 2025
Accounts Management System- QBO & Xero CodersTrust	Feb 2025