

Masfiqur Borshon

Accounting | Accounts Payable / Receivable | General Ledger | Reconciliations | Month-End Close

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Authorized to work in the U.S.

PROFESSIONAL SUMMARY

Accounting professional with 1+ year of combined hands-on experience in accounts payable, accounts receivable, general ledger, reconciliations, and payroll and tax support, including \$12M+ in transaction volume managed across 20+ client accounting projects and support for an 80+ client portfolio at a Deloitte member firm. Detail-oriented and deadline-driven, with strong Excel skills and a focus on accuracy and audit-ready documentation. QuickBooks Online ProAdvisor certified; pursuing a B.S. in Accounting.

CORE COMPETENCIES

Accounting: General Ledger, Journal Entries, Accounts Payable, Accounts Receivable, Bank Reconciliation, Month-End Close, Accruals, Payroll Support, Individual Tax Return Support, Financial Statements, GAAP, Audit-Ready Documentation

Systems: Excel (VLOOKUP, XLOOKUP, SUMIFS, pivot tables), QuickBooks Online (ProAdvisor certified), Xero, Process Automation

ACCOUNTING EXPERIENCE

Independent Accounting Projects | Remote / York County, PA

Bookkeeper, Accounts Payable and General Accounting (Freelance) | November 2025 - Present

- Managed full-cycle bookkeeping, including accounts payable, accounts receivable, general ledger, and reconciliations, for 20+ small-business clients, handling \$12M+ in total transaction volume.
- Improved financial reporting efficiency by 10-15% by standardizing Excel reconciliation workbooks built on VLOOKUP, XLOOKUP, and SUMIFS.
- Reconciled bank, credit card, and vendor records for 20+ clients every period, investigating and clearing outstanding and aged items.
- Verified invoice details, coded expenses, applied payments, and followed up on past-due balances to keep 20+ client accounts current.
- Prepared profit and loss statements and balance sheet summaries for 20+ owners, correcting misclassified entries before delivery.

Nurul Faruk Hasan & Co., Chartered Accountants (Deloitte member firm) | Dhaka, Bangladesh

Accounting and Tax Assistant (Part-Time, Contract) | January 2023 - June 2023

- Supported general ledger maintenance for an 80+ client portfolio, posting journal entries and performing bank and account reconciliations within firm deadlines.
- Supported AP/AR functions and payroll processing records across client companies, including invoice entry and payment application.
- Assisted with individual tax return preparation under licensed chartered accountants, meeting statutory filing deadlines.
- Organized client documentation to audit-ready standards and escalated unusual discrepancies with supporting analysis.

ADDITIONAL EXPERIENCE

Bath Saver, Inc. (Bath Fitter) | Etters, PA

Customer Service Representative III | August 2026 - Present

- Promoted two levels within the first month; contributed to approximately \$150,000 in sales with 15% growth.
- Maintained a 98.7% KPI score while keeping customer records accurate in CRM.

Popeyes Louisiana Kitchen | East York, PA

Assistant Manager | February 2026 - July 2026

- Performed daily cash reconciliation, end-of-day balancing, and deposit preparation, enforcing cash-handling internal controls across the team.

EDUCATION

Missouri State University, Springfield, MO | Bachelor of Science in Accounting | Expected 2030

Cantonment College Jashore, Jashore, Bangladesh | Higher Secondary Certificate, Business Studies | 2025 | GPA 3.82 / 4.00 (U.S. equivalent)

CERTIFICATIONS

- QuickBooks Online ProAdvisor Certification - Intuit, 2026
- IRS Special Enrollment Examination (Enrolled Agent) - Part 1, currently preparing