

# MD SOHEL IRFAN

FREELANCE ACCOUNTANT, WEB-DESIGNER

|       |                       |         |                           |
|-------|-----------------------|---------|---------------------------|
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## WORK EXPERIENCE

02/2015 - **Freelance Accountant**  
PRESENT

**Key Responsibilities:**

- Updating daily invoice into various accounting software (Quickbooks, Xero, Receipt Bank).
- VAT Return
- Payroll Management
- Bank Reconciliation

06/2012 - **NHS Medical Clerk**  
10/2014

Boundary Court Surgery,  
Edmonton, London

**Key Responsibilities:**

- Analyzing financial data and making conclusions,
- Payroll and dealing with financial queries,
- Payment runs, reconciliation,
- Invoicing expenses,
- Dealing with patient appointments, registration, and inquiries,
- Preparing and sending patient's medical notes to the solicitors, insurance company or any other specialist,
- Dealing with confidential documentation and patient deductions,
- Preparing repeat prescriptions for Doctors signatures,
- Uploading documents into the patient's clinical record and updating the clinical system from Consultant/hospital letters
- Handling back office surgery administrative procedures (filing, photocopying, faxing, etc.)

**Achievements:**

- Fire Safety Awareness
- Basic Life Support (CPR Refresher)
- Safeguarding of Vulnerable Adults/Children

2010-2012 - **Accountant**

Kaiser & Associates,  
Aldgate, London

**Key Responsibilities:**

- Analyzing financial data and making conclusions.
- Involved in producing and analyzing year-end financial accounts.
- Liaising with the company's auditors.
- Helping to produce the companies tax return
- Involved in preparing monthly management accounts.
- Assisting in bank reconciliations.
- Helping departments to plan, manage and report their budgets forecasts.
- Preparation of statutory accounts, CT600, and corporation tax computations.
- Completion of personal tax returns.
- Working with VT Transaction, SAGE 50 Accounts, and SAGE Taxation

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## EDUCATION

2014 - **Advanced Diploma in Business Administration**  
London Guildhall College

2012 - **ACCA Part 1 ( Diploma in Business Accounting )**  
London School of Business And Finance

2007 - **B.G.C. Trust College**  
H.S.C.

2005 - **Shah Wali Ullah Institute**  
S.S.C

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## SKILLS

- Various Accounting Software
- Web-Design
- Search engine optimization (SEO)
- Basic Graphics Design (Photoshop, Illustrator)
- Video Editing (Adobe Premiere, Camtasia)
- Fluent in English (IELTS 6, Speaking 7)
- Microsoft Office (Certified from National Health Service, UK)