

# Md. Bipu Hossain

017-525-77262

freelancerbipu@gmail.com • <https://www.linkedin.com/in/bipuhossain/>  
Narayanganj, Bangladesh, 140 0

## PROFESSIONAL SUMMARY

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Experienced accounting professional with **7+ years** in financial management, including **5 years in accounting** and **2.5 years serving Canadian clients**. Proven track record of completing **350+ tax returns** and partially serving **570+ Canadian companies** in payroll processing, CRA remittance filings, and historical data management. Skilled in **QuickBooks, Xero, Sage**, and other cloud-based accounting tools, with expertise in **Canadian business taxes, HST/GST, and CRA compliance**. **Managed accounts payable, overseeing more than \$35,000 USD in vendor obligations, and ensuring timely processing of invoices and payments**. Adept at overseeing monthly revenue collections exceeding **USD 115,000** and delivering timely, accurate financial reporting to support informed decision-making.

## WORK EXPERIENCE

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### Senior Executive, Admin & Accounts

Aug 2025 - Present

Get Levrg Inc. • Toronto, Ontario

- Lead financial operations across **Canada and Bangladesh offices**, ensuring compliance and reporting accuracy.
- Oversee **AP/AR cycles with \$119K+ monthly revenue**, maintaining strong cash flow management.
- Manage stakeholder communication, providing timely financial updates and transparency.
- Assist in audits and coordinate with the **external accounting team** for tax filings and compliance.
- Supervise and train interns, successfully promoting one to **Accounts Executive** role.
- Take full responsibility for **Bangladesh office accounts operations**, including payroll, VAT/AIT filings, and reconciliation, and managing **\$35,000 USD payroll** for Bangladesh staff.

### Executive, Admin & Accounts

Jul 2024 - Jul 2025

Get Levrg Inc. • Toronto, Ontario

#### Canada Office

- Processed accounts payable/receivable, overseeing **\$119K+ USD monthly collections**.
- Conducted internal audits using Xero, resolving discrepancies and improving accuracy by **15%**.
- Issued HST-compliant invoices and coordinated GST/HST filings with Canadian accounting firms.
- Prepared monthly financial reports for management, supporting better decision-making.
- Managed Ambassador Club partner payments in CAD and USD, ensuring timely disbursements.
- Tracked partner KPIs weekly, providing accurate investor insights for **2X Marketing LLC**.

#### Bangladesh Office

- Recorded daily financial transactions and reconciled accounts to maintain accuracy.
- Filed monthly AIT and VAT returns, ensuring **100% compliance** with local tax laws.
- Processed payroll for staff, resolving salary/benefits queries with efficiency.
- Assisted in preparing financial statements aligned with Canadian standards.
- Provided administrative support and maintained organized employee and financial records.

**Senior Executive, Accounts & Global eCommerce Project Strategy Manager (Bangladesh & China)** Jun 2024 - Jun 2024

Vintage Empires Limited • Uttara, Bangladesh

- Managed full-cycle accounting for the Bangladesh office, overseeing **\$80K+ in monthly AP/AR** and ensuring **100% compliance** with local tax regulations (VAT, AIT).
- Streamlined financial reporting processes, reducing reporting time by **15%** and improving data accuracy for executive reviews.
- Spearheaded global eCommerce initiatives targeting the **Chinese market**, contributing to a **20% increase in cross-border sales pipeline**.
- Launched and executed a **cold email outreach campaign**, directly increasing sales by **50% within one month**.
- Collaborated with cross-functional teams across Bangladesh and China to optimize supply chain and operations, improving project delivery efficiency by **10%**.
- Partnered with senior leadership to align long-term financial strategies with business expansion goals, enhancing budget forecasting accuracy by **12%**.

**Founder & Cross-Border Accounting Consultant (North America & Bangladesh)** May 2024 - Present

Bipu Accounting & Tax • Narayanganj, Bangladesh

- Prepared **personal, business, and corporate tax returns** for clients across Canada, the U.S., and Bangladesh, completing **350+ filings** with full compliance to CRA and NBR regulations.
- Delivered **cross-border bookkeeping & payroll services**, ensuring accurate records and **100% on-time salary/tax submissions** for international clients.
- Advised SMEs, freelancers, and startups on **financial planning and tax optimization**, helping clients reduce liabilities and improve profitability.
- Conducted **audits and assurance reviews** to ensure compliance with local tax laws and build stakeholder confidence.
- Built and managed a **remote accounting team across two regions**, achieving **98% on-time client deliverables**.
- Fostered strong client relationships with business owners in **Canada, U.S., and Bangladesh**, tailoring solutions to cross-border needs.

**Junior Tax Accountant & Compliance – North America**

Dec 2023 - May 2024

vtac.ca Accounting & Tax (Remote, Canada-based) – Exotico Solutions

- Prepared personal, sole trader, partnership, and corporate tax returns using QuickBooks, Xero, Sage 50, Dext, and Excel, ensuring full compliance with Canadian federal, provincial, and local tax laws.
- Managed GST, PST, HST, and QST preparation and filings, meeting deadlines consistently for multiple clients.

- Supported audits by preparing tax documents and conducting tax research, keeping senior accountants updated on regulatory changes.
- Trained and supervised 3 trainee employees and 1 intern, providing mentorship, assigning tasks, and monitoring performance.

**Junior Accountant – North America**

Jun 2023 - Nov 2023

vtac.ca Accounting & Tax (Remote, Canada-based) – Exotico Solutions • Bashundhara, Bangladesh

- Posted journal entries under senior accountant supervision, ensuring compliance with accounting standards.
- Assisted with Accounts Payable (A/P) and Accounts Receivable (A/R), ensuring accurate recording and timely reconciliations.
- Maintained general ledgers and prepared trial balances to ensure financial data integrity.
- Prepared financial statements including interim, monthly, quarterly, and annual P&L statements, balance sheets, and bank/fund reconciliations.

**Junior Bookkeeping Consultant – North America**

Mar 2023 - May 2023

vtac.ca Accounting & Tax (Remote, Canada-based) – Exotico Solutions • Bashundhara, Bangladesh

- Recorded daily financial transactions, categorized expenses, and maintained accurate bookkeeping records using Excel and accounting software.
- Conducted bank reconciliations to ensure accuracy and resolve discrepancies.
- Assisted in payroll processing, calculating wages, preparing paychecks, and ensuring tax compliance.
- Communicated financial updates effectively to senior accountants to maintain workflow and accuracy.

**Fractional eCommerce Advisor & Team Development Strategist**

Jun 2022 - Jun 2022

Magma IT – USA-based Amazon Product Selling Company • Dhaka, Bangladesh

- Provided strategic guidance to scale e-commerce operations, optimize product offerings, pricing strategies, and online sales performance.
- Advised on hiring, training, and leadership practices to develop high-performing teams aligned with business objectives.
- Helped businesses leverage market trends and consumer insights to enhance digital presence and profitability.
- Delivered fractional, high-level expertise enabling rapid growth and scalable e-commerce and team strategies.

**eCommerce Team Lead & Product Strategy Manager – USA Market**

Mar 2022 - May 2022

Magma IT – USA-based Amazon Product Selling Company • Dhaka, Bangladesh

- Led cross-functional teams to drive product research, development, and strategy for the U.S. market.
- Managed pricing strategies and profit margin calculations to maximize sales and profitability on e-commerce platforms.
- Conducted ongoing market analysis and consumer behavior studies to refine product listings and optimize visibility.
- Combined strategic oversight with hands-on execution to drive growth in competitive U.S. e-commerce marketplaces.

**Global eCommerce Project Manager & Pricing Strategist – Walmart (USA & Japan)** Jan 2022 - Feb 2022

AIT Global Ltd • Dhaka, Bangladesh

- Oversaw end-to-end Walmart product listings, including research, sourcing, optimization, and pricing strategies.
- Managed inventory levels and restocking schedules to maintain seamless product availability.
- Conducted competitor price analysis and implemented pricing adjustments to maximize profitability.
- Coordinated cost-effective shipping processes to ensure smooth customer experiences.
- **Achieved top sales performance among the team**, driving significant revenue growth.

**Fractional QuickBooks Accountant & eCommerce Strategy & Operations Advisor** Oct 2021 - Present

Shopping The Rainbow Today • Narayanganj, Bangladesh

- Manage bookkeeping, reconciliations, and reporting in **QuickBooks** for U.S.-based eCommerce businesses, ensuring accuracy and compliance.
- Implement financial controls and reporting processes that improved **operational efficiency by 15%**.
- Partner with business owners to analyze margins, optimize pricing, and reduce costs, directly improving profitability.
- Advise on **eCommerce operations, marketing, and sales strategies**, contributing to consistent revenue growth.
- Provide dual support as both financial advisor and eCommerce strategist, aligning financial insights with business performance.

**Global eCommerce Project Manager – Amazon**

Aug 2021 - Dec 2021

AIT Global Ltd • Dhaka, Bangladesh

- Conducted comprehensive product research, sourcing, and listing management across Amazon, Walmart, eBay, Shopify, AliExpress, Target, Home Depot, Etsy, Flipkart, and more.
- Optimized product titles, descriptions, and keywords to improve SEO and search visibility, increasing discoverability and sales.
- Analyzed competitor prices and adjusted strategies to maximize profitability while remaining competitive.
- Managed inventory to prevent stockouts and overstock situations, ensuring timely and cost-effective product availability.
- Coordinated shipping logistics for domestic and international orders, optimizing delivery efficiency.

**Global IT Project Manager – eCommerce (Amazon & USA Clients)**

Jan 2021 - Jan 2021

Prep Bangladesh • Mirpur, Bangladesh

- Led large-scale IT projects, including design and deployment of new IT systems and services to support e-commerce operations.
- Monitored IT system performance, analyzing cost and productivity metrics, and recommended improvements to enhance infrastructure efficiency.
- Defined IT infrastructure strategy, architecture, and processes in alignment with organizational goals.

- Collaborated with key stakeholders to analyze business requirements and develop tailored IT solutions.
- Evaluated vendors and developed testing strategies for new hardware and software implementations.
- Troubleshoot and resolved hardware and software issues to maintain smooth IT operations.

**Lead Generation Specialist (USA, Sweden, Australia, UK, New Zealand, and 5+ other countries)**

Dec 2020 - Dec 2020

Abridge IT Firm • Dhaka, Bangladesh

- Identified and researched potential leads across multiple platforms, including LinkedIn and industry databases.
- Qualified leads based on target market criteria to ensure alignment with company objectives.
- Conducted outreach through cold calls, emails, and social media to generate interest and set appointments.
- Managed and updated lead information in the CRM system, collaborating with the sales team to ensure smooth handoffs for conversion.

**Intern, Lead Generation**

Nov 2020 - Nov 2020

Abridge IT Firm • Dhaka, Bangladesh

- Assisted in researching and identifying potential clients using LinkedIn and industry-specific tools.
- Supported lead qualification and ensured alignment with target audience criteria.
- Updated CRM with accurate lead information and tracked communications to support sales processes.
- Gained hands-on experience in lead generation, research, and business development workflows.

**Intern – Digital Creative Content & Video Editing**

Aug 2020 - Oct 2020

Studio Productions • Narayanganj, Bangladesh

- Assisted in creating engaging video content for social media and digital platforms.
- Edited and polished raw footage using tools such as OpenShot, Veed.io, and CapCut Pro.
- Collaborated with the creative team to develop storyboards aligned with brand tone and goals.
- Optimized video content for various platforms, adjusting formats and lengths to increase viewer engagement.
- Produced promotional videos, vlogs, and other digital media content supporting marketing campaigns.

**Founder & Director – Digital Marketing, Lead Generation & SEO Operations (USA-based)** Aug 2018 - Dec 2022

VBusiness Leads • Narayanganj, Bangladesh

As Founder and Director of VBusiness Leads, I led the strategy and execution of digital marketing campaigns, helping businesses expand online visibility, capture high-quality leads, and optimize marketing performance. **Key Achievements & Responsibilities:**

- **Business Strategy & Leadership:** Defined company direction and developed tailored digital marketing strategies to drive client growth.
- **Lead Generation:** Built comprehensive B2B prospect databases, including names, emails, and phone numbers, supporting targeted campaigns.

- **Email Marketing:** Designed and automated campaigns with engaging content, boosting lead nurturing and conversion rates.
- **CRM & Data Management:** Maintained accurate client records, streamlined marketing workflows, and optimized lead tracking.
- **SEO Optimization:** Conducted keyword research and on-page SEO, increasing website visibility and organic traffic.
- **Data Analysis & Reporting:** Monitored campaign performance using Excel and Google Sheets, delivering actionable insights for continuous improvement.
- **Client Relations:** Managed ongoing client partnerships, ensuring digital marketing efforts aligned with business goals and delivered measurable results.

#### Impact:

- Supported **10+ companies** in generating qualified leads, improving conversion rates, and growing sales pipelines.
- Combined data-driven insights with creative marketing strategies to consistently deliver measurable results for clients.

**Fractional Web Developer (Wix, WordPress, WooCommerce & Shopify)** Apr 2018 - Jul 2020  
Neerspace IT • Narayanganj, Bangladesh

- Developed and designed websites using Wix, WordPress, WooCommerce, Shopify, and basic CMS platforms.
- Built and customized websites using WordPress themes, plugins, WooCommerce, and Shopify to create responsive e-commerce solutions.
- Applied HTML5 and CSS3 to ensure modern, responsive, and user-friendly web designs across devices.
- Implemented responsive design and basic SEO principles to improve website visibility and functionality.
- Provided fractional web development expertise, managing multiple client websites and ensuring timely delivery of projects.

## EDUCATION

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**Bachelor of Business Administration (BBA), Accounting** Jun 2022 - Present  
National University of Bangladesh • Narayanganj, Bangladesh

- Currently pursuing an honours degree in Accounting.

## SKILLS

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#### Technical Skills & Tools Accounting & Finance Tools:

QuickBooks Online, Sage 50 Accounting, Xero, Dext, MYOB, SAP, FreshBooks, Wave, Reckon, Hubstaff, Payroo, UZIO Payroll Software, Carta, Zoho Books, TurboTax, Taxdome, Bill.com, Kashoo, Redbook Cloud, VPM Payroll, NetSuite

#### E-commerce & Marketplaces:

Amazon FBA Product Research, Dropshipping Product Research/ Sourcing • Supplier Management

/ Inventory • Customer Support • Store Management/ Product Updating • Order Processing/

## Refund

Management, • Amazon, Ebay, Ali-express Product Listing • Amazon Seller Center

Expertise at Amazon FBA Product Research & Dropshipping Tools

- Helium 10 • ZonBase • Jungle Scout • Amz Scout • Ecomlad • Drop Point • Alil Insider, • Oberlo
- Spocket • Keepa • FBA Calculator • Shopify • Zeedrop • Amazon Repricer, OA Genius **Lead**

### **Generation & Digital Marketing:**

LinkedIn Marketing & Automation, Targeted Contact Research, CRM Management (HubSpot, Podio, Zoho), Email Campaigns, Appointment Setting, Data Scraping & Prospecting, Business Development, Social Media Marketing (LinkedIn, Facebook, Instagram, Twitter, YouTube, Pinterest), Video Marketing, SEO basics, PPC/Google Ads, Content Marketing

### **Tools I am Using:**

- Rapportive • Neverbounce • Mailtester • Zerobounce • AnyMail Finder • SellHack •

Briteverify.com

- ZoomInfo • Hunter • LinkedIn Sales Navigator • GetProspect • RocketReach • Google Search • Voila

Norbert • Hoovers • Lead411 • Connectifier Auto Search • Prophet • Zillow • Data.com • Mojo

- Hovers • Lead411 • Lusha • Lead Sherpa • Batch Lead Stacker • Podio, HubSpot, G-Suite, Notion, Mailchimp, Hubstaff, MS Excel advance formula

### **Website Development & Design:**

Fractional expertise in Wix, WordPress, WooCommerce, Shopify; HTML5, CSS3, responsive design, CMS management, Stripe API and e-commerce payment integration

### **Payment Systems Integration:**

Experienced in Stripe API and E-commerce Payment Gateways

### **Project Management:**

Proficient in Asana/Trello, Notion and Kanban **Data Analysis & Productivity:** Microsoft Excel (Advanced formulas: VLOOKUP, HLOOKUP, SUMIFS, XLOOKUP, Pivot Tables, Combined Formulas), Google Sheets, G-Suite, Notion

## **VOLUNTEER WORK**

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### **Ex-Cadet**

Aug 2018 - Jul 2020

Bangladesh National Cadet Corps (BNCC) • Narayanganj, Bangladesh

- Completed extensive leadership and military training as part of a tri-service volunteer reserve force (Army, Navy, Air Force).
- Trained and mentored **200+ recruit cadets** and **one platoon cadet**, instilling discipline, teamwork, and patriotism.
- Assisted in organizing drills, exercises, and cadet development programs to prepare future leaders for national service.
- Gained strong skills in leadership, mentorship, team coordination, and strategic planning.
- Contributed actively to community development initiatives and youth training programs, fostering responsibility and civic engagement.