

ACCOUNTING & BOOKKEEPING PROFESSIONAL

Dolma Sherpa

PROFESSIONAL SUMMARY

Accounting & bookkeeping professional with experience in reconciliations, invoicing, and financial data management. Skilled in QuickBooks, Xero, and Excel, with ability to manage multiple clients and ensure accuracy in financial records.

EXPERTISE

QuickBooks Xero Excel Bank Reconciliation AP/AR Invoicing Ledger Posting Time Management Attention to Detail

EDUCATION

DIPLOMA IN ACCOUNTING

Seneca Polytechnic, Canada | 2024 - 2025

CERTIFICATION

- QuickBooks ProAdvisor Certification
- Xero Advisor Certification
- Certification in Accounting-Related Volunteer Work

WORK EXPERIENCE

BOOKKEEPING ASSOCIATE

OCT 2025 - PRESENT

Zillion Solutions, Canada

YEAR-END ACCOUNTS & BOOKKEEPING

- Managed full-cycle bookkeeping and year-end accounting for 15+ U.S. and Canadian client entities, maintaining accurate and up-to-date financial records.
- Prepared year-end accounts, including Profit & Loss, Balance Sheet, general ledger schedules, customer and supplier balances, and supporting working papers.
- Completed 25+ bank reconciliations and credit card reconciliations, including transaction categorisation, accounts payable and receivable management, and review of outstanding balances.
- Prepared aged debtors and aged creditors reports, reviewed outstanding customer and supplier balances, identified discrepancies, and maintained accurate receivable and payable records.
- Performed year-end bookkeeping procedures, including ledger reconciliations, verification of account balances, review of supporting records, and preparation of necessary adjusting entries.
- Worked across QuickBooks Online (QBO), Xero, Sage, and FreeAgent for bookkeeping, reconciliations, reporting, and maintenance of client financial records.

PROFESSIONAL PROFILE

INTERNSHIP EXPERIENCE

BANKING INTERN

SEP 2022 - NOV 2022

Mega Bank, Nepal

- Assisted in account opening and KYC documentation.
- Supported customers with pension-related services.
- Conducted calls for fixed deposit (FD) updates.
- Maintained organized client records and files.

VOLUNTEER EXPERIENCE

VOLUNTEER

JAN 2023 - JUN 2023

Sowars Action Nepal

- Supported community operations and coordination.
- Maintained basic records and documentation.

SKILLS

SOFTWARE

- QuickBooks
- Xero
- Excel

CORE & OTHER

- Bank Reconciliation
- AP/AR
- Invoicing
- Ledger Posting
- Time Management
- Attention to Detail