AL KARIM USMAN

REMOTE BOOKKEEPER / BOOKKEEPING ASSISTANT

Candelaria, Quezon, Philippines | +63 950 275 3748 | karimusman23@gmail.com

LinkedIn | Bookkeeping portfolio and fictional case

PROFESSIONAL SUMMARY

Bookkeeper with 3+ years of recurring UK bookkeeping and tax-preparation support. Experience across accounts payable and receivable, invoicing, payroll, journal entries, bank and credit-card reconciliations, and financial reporting. Uses QuickBooks Online, QuickBooks Desktop, Xero, and Microsoft Excel in professional work. Seeking remote Bookkeeper or Bookkeeping Assistant opportunities.

CORE SKILLS AND PROFESSIONAL TOOLS

AP/AR and invoice follow-up | Bank and credit-card reconciliations | General ledger and trial balance | Month-end close support | P&L, balance-sheet and cash-flow reports | Source-record checks and documentation

Professional tools: QuickBooks Online, QuickBooks Desktop, Xero, Microsoft Excel.

BOOKKEEPING EXPERIENCE

Bookkeeper | UK Tax Preparation Support | Feb 2023 - Present

JRA & Co. Accounting and Consultancy Services Ltd (UK) | Remote

- Maintain AP/AR, invoicing, payroll, expenses, and journal entries for UK service, retail, consulting, and hospitality clients.
- Complete bank and credit-card reconciliations, general-ledger and trial-balance checks, and prepare P&L, balance-sheet, and cash-flow reports.
- Support outstanding-invoice follow-up through aging reviews and proactive communication.
- Compile financial schedules, reconcile source records, and investigate missing information for Self Assessment and limited-company tax support.

ADDITIONAL EXPERIENCE

U.S. Tax Preparation Intern | Borderless Accountants | Jul 2025 - Jul 2026

- Prepared actual client Forms 1040, 1065, and 1120-S in CCH Axcess Tax under supervision; organized workpapers, reconciled calculations, and addressed diagnostics and reviewer comments.

Technical Support Representative to SME / Process Trainer | Jun 2018 - Feb 2023

TCL Online Services Incorporated | Philippines

- Coached new hires on documentation, compliance, and communication; validated CRM records, tracked exceptions, and reviewed escalations.

CERTIFICATIONS AND EDUCATION

Intuit Bookkeeping Certification | Intuit QuickBooks Certification Levels 1 and 2 | Xero Advisor and Payroll | TESDA Bookkeeping NC III | Lean Six Sigma Yellow Belt

B.S. Accountancy coursework (undergraduate), Trimex Colleges
Computer Technology, Computer Site Institute Inc.

PORTFOLIO AND AVAILABILITY

Fictional bookkeeping case: journal entries, month-end adjustments, bank reconciliation, adjusted trial balance, and linked financial statements. Clearly labeled training work; no client information.

Open to full-time or part-time remote roles; available any day. Start date, working hours, and U.S.-hour overlap to be agreed.