

## Summary

Highly skilled accounting and bookkeeping professional with 10+ years of experience, including 1 year focused on US property accounting. Proficient in managing full-cycle accounting, tenant ledger management, account clean-up, reconciliations, and financial reporting for US clients using modern accounting software. Seeking remote bookkeeping/accounting roles with US clients.

## Skills

- Accounting & Bookkeeping: Tenant ledger management, account clean-up, reconciliations, reporting
- US Property Accounting: Experience with US client requirements, property management accounting
- Software Proficiency: Buildium, AppFolio, QuickBooks Online, DoorLoop, , Tally, MS Excel.

## Education

### Aquinas College , MG University

B.com - Accounting

Kerala

### M G University , MG University

M.com - Taxation

Kerala

## Experience

### Freelancing

Us Property Bookkeeping And Accounting

Jan 2025 - Present

Remote

Managed bookkeeping and full-cycle accounting for US clients.

Handled tenant ledger management, account clean-up, reconciliations, and financial reporting using Buildium and QuickBooks.

Ensured accurate recording of all property management transactions.

### Accountant

Accounting And Bookkeeping Professional

Apr 2014 - Dec 2024

India

Maintained financial records, prepared monthly/yearly reports, and reconciled accounts.

Managed client accounts using Tally, and Excel.

Ensured compliance with accounting standards and created clear audit trails