

Usman Ali

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Open to Remote Opportunities Worldwide

SUMMARY:

Results-driven Accounts Executive with 5+ years of experience in financial operations, vendor management, ERP systems and remote bookkeeping for global clients. Proven ability to deliver 99.9% payment accuracy. Open to remote opportunities worldwide, with strong adaptability across time zones.

Key Achievement:

- Seamlessly managed financial operations for US clients across 12-hour time zones (Slack/Zoom)
- Achieved 99.9% payment accuracy for 80+ weekly transactions
- Reduced ledger discrepancies by 35% through process improvements

WORK HISTORY:

Accounts Executive:

Devsorb | San Francisco, CA (Remote)

Lahore, Pakistan | Mar 2023 – Present

- Oversee day-to-day accounting operations, including accounts payable/receivable, invoicing, Payroll Management and expense tracking, ensuring accuracy and compliance.
- Prepared monthly financial statements, reconciliation reports, and dashboards to support strategic decision-making.
- Reduced errors by 30% and saved 10+ weekly hours by automating workflows in QuickBooks/MS Dynamics
- Ensure adherence to tax regulations and assist in audit preparations, maintaining robust financial records.

Accounts Officer:

JALAL SONS

Lahore, Pakistan | Jul 2019 – Mar 2023

- Managed end-to-end accounting: AP/AR, bank/vendor reconciliations, and monthly financial statements.
- Processed 80+ weekly vendor payments and reconciled 5+ bank accounts with 99.9% accuracy.
- Reduced ledger discrepancies by 35% through improved reconciliation processes.

- Utilized accounting software to automate reconciliations and financial reporting, cutting monthly close time by 20%.

Bookkeeper:

National Hospital and Medical Center Lahore

Lahore, Pakistan | Dec 2017 – June 2019

- Managed full-cycle Financial recording: AP/AR, ledger maintenance, and daily cash reconciliations for pharmacy finances.
- Processed 50+ daily billing transactions, ensuring 100% accuracy in financial records.
- Prepared audit-ready reports and streamlined month-end closing processes.

EDUCATION:

Certified Management Accountant (CMA)

Institute of Cost & Management Accountants (ICMA), Lahore, Pakistan | 2024-Present

- Passed 11 out of 18 Exmas, including [Financial Accounting/Reporting, Cost Management, MIS].
- Mastering strategic cost management, predictive analytics for finance, and AI-driven decision tools (upcoming papers)
- Focus on modules in lean accounting principles and automated financial controls.

Bachelor of Commerce (B.Com IT) – Grade A

University of Punjab, Lahore | 2019

- Financial Accounting, Business IT Systems, Cost Accounting

SKILLS:

Technical: QuickBooks, MS Dynamics AX, Excel (PivotTables, VLOOKUP)

Financial: Financial Reporting (P&L, Balance Sheets), Full-Cycle Accounting (AP/AR, GL, Reconciliations), IFRS, US GAAP & Tax Compliance (GST/VAT, Income Tax)

TOOLS: Slack, Zoom, MS Teams.

Language:

- English (Fluent)
- Urdu (Native)
- Punjabi (Native)