Tauqeer Ahmed

Bookkeeper | Accounting Assistant | Billing Specialist

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SUMMARY

Accounting and Finance professional with 10+ years of experience across bookkeeping, month-end and year-end close, financial reporting, payroll, accounts payable and receivable, risk analysis, and investment operations. Skilled in QuickBooks Online, Clio Manage, Excel-based financial analysis, reconciliations, budgeting and forecasting, and process improvement. Proven record supporting U.S., U.K., and Pakistan-based organizations across legal services, fintech, technology, Ed Tech, and asset management.

FREELANCE EXPERIENCE

Finance Manager

The Schenk Law Firm.

03/2025 - Present Remote - California

- **Own full-cycle accounting:** Prepare and maintain balance sheets, income statements, and cash flow statements.
- Execute month-end and year-end close in QuickBooks Online, including journal entries and accruals.
- Own State Bar client trust account reconciliation and reporting, ensuring compliance with trust accounting rules.
- Own billing operations for Business Advisory and Personal Injury matters using Clio Manage.
- Manage payroll processing, post-disbursement reconciliation, and general ledger account analysis.

Accounting Bookkeeper

Achieve Test Prep.

02/2025 - Present Remote - USA

- Maintain the full set of financial statements and perform month-end and year-end close in QuickBooks Online.
- Reconcile bank statements and general ledger accounts; investigate and resolve variances and discrepancies.
- Partner with HR on budgeting, forecasting, and financial planning to support company growth.
- Oversee accounts payable and receivable operations, including customer invoicing and collections follow-up.
- Process payroll and complete post-disbursement reconciliation.

Senior Finance Associate

Cloudelligent LLC.

01/2024 - 06/2025 Remote - Texas

- Delivered full-cycle accounting; built project-specific budgets and forecasts, monitored profitability, and reported variances to leadership.
- Managed billing, accounts receivable and payable, and general ledger functions in QuickBooks Online.
- Prepared monthly, quarterly, and annual financial statements.
- Processed payroll for U.S. and Pakistan-based staff in coordination with the HR team.
- Tracked and reported cloud infrastructure spend via AWS Cost Console to support margin analysis.

Investment Operations & Risk Analyst

Alpha Beta Partners Ltd.

09/2021 - 12/2023 Remote - London

- Supported operations across a £1.1B asset base alongside a 5-member investment team.
- Conducted investment research, asset allocation analysis, and corporate action processing.
- Produced risk reports and fund fact sheets; maintained model portfolios on DFM platforms.
- Improved operational efficiency and client reporting experience through enhanced risk assessment processes.

Funding Executive

SBS Fintech FMS Advance

12/2020 - 09/2021 Remote - New York

- Structured merchant cash advance facilities for small and medium-sized U.S. businesses.
- Assessed applicant credit risk and structured deal terms, including factor rates and repayment schedules.
- Managed client renewals and maintained relationships that drove repeat funding volume.

JOB EXPERIENCE

Accounting & Finance Executive at Eracon Technologies

11/2018 - 11/2020 Rawalpindi, Pakistan

- Managed bookkeeping, petty cash, payroll, and maintenance of complete financial records.
- Conducted quarterly internal audits and supported annual external audit engagements.
- Maintained bank records and ensured compliance with internal financial controls and procedures.

Campus Relationship Officer at The Oxford Educational System & Aisha Lasani Model School

03/2016 - 10/2018 Rawalpindi, Pakistan

- Managed campus bookkeeping, monthly salary preparation, and general financial administration.
- Built and maintained parent and customer relationships supporting enrollment and fee collection.
- Processed payment vouchers and payroll data; performed account reconciliations.
- Managed data entry and record maintenance in the accounting MIS.

SKILLS

Systems & Tools:

QuickBooks **Xero** **Wave** **Gusto** **Bill.com** **Sage** **Clio** **Stripe** **ChargeOver** **Morningstar** **AWS Cost Console** **Excel** **PivotTables** **VLOOKUP** **MS Office Suite** **Google Workspace** **Slack**

Bookkeeping & Accounting Operations:

Bookkeeping **General Ledger** **Journal Entries** **Accruals** **Accounts Payable** **Accounts Receivable** **Billing & Invoicing** **Payroll** **Bank & Trust Reconciliation** **Internal Controls** **Internal Audit** **External Audit Support** **Risk Reporting** **Asset Allocation** **Corporate Actions** **Model Portfolios** **Credit Risk Assessment** **Tax Preparation Support** **Vendor Management**

Financial Reporting:

P&L **Balance Sheet** **Cash Flow** **Annual Statements**

Planning & Analysis:

Budgeting **Forecasting** **Variance Analysis** **Profitability Monitoring** **Financial Planning**

EDUCATION

Riphah International University

Masters, Accounting and Finance

04/2021

GPA
3/8 / 4.0

LANGUAGES

English
Proficient

Urdu
Native

CERTIFICATIONS & COURSES

Accounting Fundamentals
Corporate Finance Institute (2022)

Corporate Finance Fundamentals
Corporate Finance Institute (2022)

Reading Financial Statements
Corporate Finance Institute (2022)