

IMMANUEL VIPIN

+91 9847459110 · ivipin@iesusducit.com · www.riesusducit.com
347 Ernakulam, Kerala, India

EXPERIENCED QUICKBOOKS CERTIFIED REMOTE BOOKKEEPER | U.S. BOOKKEEPING SPECIALIST

As a Virtual Bookkeeper and Certified QuickBooks ProAdvisor, I bring over 13 years of experience providing precise, reliable, and insight-driven accounting services to U.S.-based businesses. Since 2013, I have worked with American entrepreneurs, startups, and small to mid-sized companies—helping them maintain clean books, streamline payroll, and manage and prepare accurate financial reports. I deliver full-service bookkeeping for U.S. businesses using Xero, QuickBooks, MYOB, Peachtree, and NetSuite. "I assure clients they only pay if they are completely satisfied with my work."

STRENGTHS AND EXPERTISE

Set up new company files	Payroll Management	Data Migration
Accounts Payable (AP)	Bank and Credit Card Reconciliation	Website management
Accounts Receivable (AR)	Financial Statement Preparation	Domain & Email set up
General Ledger (GL)	Client Relationship Management	Database Management

PROFESSIONAL EXPERIENCE

www.iesusducit.com

February 2013 - Present

Remote freelance bookkeeper | U.S Bookkeeping Specialist

I set up company files, design efficient charts of accounts, and reconcile accounts to keep financial records accurate and audit-ready. Clients value my precision, clear communication, and reliable, confidential service.

Accomplishments:

- Migrated client financial records from Old system, e.g., Excel spreadsheets] to New accounting software, e.g., QuickBooks Online, Xero, resulting in great efficiency gain in data entry and reporting.
- Maintained high-fidelity bookkeeping across 60+ remote client accounts spanning multiple industries, achieving an average 99% accuracy in monthly reconciliation and reporting.
- Successfully managed all client files and documentation within cloud-based systems (e.g., Google Drive, Dropbox), ensuring secure and organized access.
- Streamlined the management of many client websites and email systems, implementing a centralized platform that reduced maintenance time.

AXS Online Pvt. Ltd.(Bangalore)
Accountant

November 2007 - December 2012

Drove the organisation to remarkable achievements, realising an exceptional growth rate of 180% over two years. Proactively identified solutions to enhance the sales team's capabilities.

Responsibilities:

- Set up new company files, design charts of accounts, maintain accurate financial records,
- handle A/P and A/R, manage payroll, and file financial documents.
- Reconcile subsidiary accounts, prepare trial balances, and
- generate financial reports.
- Handled accounts processing for various clients.
- Assisted with reconciliation and reporting for various clients.

SOFTWARE & TECHNICAL SKILLS

QuickBooks Online / Desktop, Xero, MYOB, Peachtree, and NetSuite, JobNimbus, Cio, Bill.com, Gusto / ADP / Paychex (payroll) etc.

REMOTE & COMMUNICATION SKILLS

Database Management, Data Migration, Data Backup & Recovery, Domain & Email set up, Website management.

CERTIFICATIONS

QuickBooks Certified ProAdvisor since 2014

EDUCATION

MAHATMA GANDHI UNIVERSITY | 2000-2003

Bachelor of Commerce/Accounting

URBAN UNIVERSITY ROME| 2004-2007

B.PH Honors

References are available on request.