



# Stalin Balasubramanian

## US Accounting Bookkeeper

### Objective

To pursue long-term career in a professional organization by enabling company objectives for the growth of customer satisfaction and to service the organization.

### Experience

#### Jun 2020 to Present

Apparatus Contractor Services LLC USA

##### QuickBooks Remote accountant

- Data entry of banking and credit card transactions.
- Accounts Payable; Entering and paying bills.
- Accounts Receivable; Invoicing, entering receive payments and matching with deposits.
- Banking, credit card, loan, Asset, merchant account and Mortgage reconciliations.
- Entering Timesheet and Creating Invoices to customers based on the hours serviced.

#### Sep 2018 to May 2020

Collabera Technologies, Chennai, India

##### Accounting Bookkeeper

- Managing Accounts Receivable; Invoicing, entering receive payments and matching with deposits.
- Processing and entering Splits for payroll.
- Job costing, department and class tracking, location tracking, and tracking customer deposits and customer job tracking experience.
- Annual 1099-misc Annual filings.

#### Mar 2015 to Aug 2018

Peekay BPO services Pvt Ltd Kovilpatti, India. (Maxim Liberty USA),

##### Junior Accounts Assistant

- AP/AR projects in Bookkeeping of Us clients in Quick Books Desktop/QBO.
- Streamlined approach to data entry of banking and credit card transactions.
- Managing Accounts Payable; Entering and paying bills.
- Banking, credit card, loan, Asset, merchant account and Mortgage reconciliations.
- Bookkeeping catch-up/clean-up.

### Contact

#### Phone

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#### Email

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#### Address

30 A, Kathiresan Kovil Street-1,  
Kovilpatti, Tuticorin (Dt),  
Tamilnadu, India-628501.

### Education

2011

#### Bachelor of Engineering in Electrical & Electronics

Anna University Tirunelveli/PSR Engg  
College

### Expertise

- Accounts Payable
- Accounts Receivable
- Reconciliation
- Credit Memos and matching balance
- Timesheet Management
- QB, QBO, Xero, Wave, Woocommerce, Salesforce, Square
- Shopify, Bill.com, Expensify, Buildium, Procharge, Shopworks and Excel.

### Language

English

Tamil

### Declaration:

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Location: Chennai

Yours Faithfully

(STALIN.B)