

# Subhashini Nagalla

## **Us/UK accounts and payroll**

Hyderabad, Telangana 500081

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+91 63017 40542

- Specialized in Accounts, Finance
- Focused & goal driven with strong work ethics, continuously striving for improvement coupled with commitment
- Strong analytical & organizational abilities with

## Work Experience

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### **US /UK Accounting & payroll**

Screatives

February 2015 to Present

adeptness in formulating accounting systems

- An effective communicator with excellent relationship building & interpersonal skills

Roles & Responsibilities in Screatives (Aug 2018 to July 2023)

Possess 4.8 years of experience in Accounting and payroll with tools Quickbooks online, Quickbooks desktop Software, ADP Payroll. Also familiar with Advanced excel

General setup and accounting records

- Assistance on US &UK accounting on cash & accrual basis for US corporate clients, and preparation of end-to-end Financial statements and accounting reports.
- Reconciliation of transactions with client
- Reconciliation of P&L account & Balancesheet on quarterly basis
- Documentation, invoices, contracts, etc.
- Document financial transactions by entering account information.
- Verify, allocate, post and reconcile transactions.
- Produce error-free accounting reports and present their results.
- Experience with Quickbooks online, Quickbooks desktop
- Preparing accounting entries by compiling and analyzing account information.
- Understanding the account and company setup steps and maintain a general knowledge of the major areas of the QuickBooks Online application and Quickbooks desktop
- Create and maintain QuickBooks Online users, and set and maintain the appropriate access levels.

- Create and maintain vendor records, including contact information, payment terms, and other information required.
- Create and maintain customer & vendor records including contact, delivery and payment information.
- Creating the company invoice, customer invoice, sales invoice on Weekly/Bi- weekly, Monthly.
- Paying of bills to vendors on timely basis
- Maintaining India Bills.
- Updating payments received in Quickbooks.
- Maintaining a track of advances paid, travel & training reimbursements paid, Bonus amounts credited to Consultants.
- Endrolling of Check Payments made-manual checks paid.
- Timesheet remainders following up with clients on Weekly/Bi-weekly,

Monthly basis for successful running of Payroll in timely manner.

- Collection followup- mails & calls
- Maintaining monthly transfers list & placement details.
- Maintaining of productive & unproductive reports of Employees on Timely manner.
- Maintaining Intercompany reconciliations.
- Maintaining Margin reports for each month.
- Incentive calculations to sales team, ERM team, CRM team
- Calculation of business share respective managers
- Maintaining reports like cost to Company, Margin/Revenue attained to the company for time being.
- Estimates /Forecasting of Budgets reports of every Quarter.

Payroll related (Both Quickbooks desktop payroll and Quickbooks online payroll):

- Preparation of periodic Payroll drafts.
- Maintaining payroll documents required for each employee.
- Collecting and following up for weekly timesheets, Cross checking the available timesheets with ROTA maintained.
- Calculating all the hours in timesheets and entering them in payroll tool
- Adding new Employees to payroll tool based on the employee detailed form received
- Making an entry of new employee previous employment taxcode based on P45/P46 submitted
- After collecting all the payroll information for particular month at the month end entering the payroll details in payroll tool and entering the payments in BACS
- Entering Manual checks, Bonus, Advances.
- Full & Final settlements.
- Generating payslips.

- Monthly reconciliation of payruns submitted to HMRC
- Submission of Payruns to particular pension department based on their earnings and age
- Sharing P45 to left employees also reference's for left employees if the new employer requests.
- Inhouse Employee Reconciliations.
- Entering payroll Journal entries in Quickbooks
- Payroll reports maintaining.
- Payroll calculations accordingly.
- Maintaining Company individual sheets for every employee for payroll along with Masterdata.
- Filling Sick & Maternity forms as per statutory requirements
- Sharing Non -eligibility forms of sick/maternity pay if they are not eligible on certain terms
- Updating HMRC & Pension notifications in payroll system
- Sharing P60 forms to employees in year end
- Also cross checking each employee is at minimum wage check/payrate based on the statutory minimum wage policy
- Speaking with HMRC regards any of taxcode changes to any of staff
- Also speaking with council regards any of council tax payment for any of particular employee as per letter received.

Roles & Responsibilities in Vishal Arogya Samapat:

Possess 3.6 years of experience in Accounting of Quick books Software With ADP Payroll

General setup and accounting records

- Assistance on US GAAP accounting on cash & accrual basis for US corporate clients, and preparation of end-to-end Financial statements and Accounting reports.
- Reconciliation of transactions with client documentation, invoices, contracts, etc.
- Document financial transactions by entering account information.
- Verify, allocate, post and reconcile transactions.
- Produce error-free accounting reports and present their results.
- Experience with Quickbooks online.
- Preparing accounting entries by compiling and analyzing account information.
- Understanding the account and company setup steps and maintain a general knowledge of the major areas of the QuickBooks Online application.
- Create and maintain QuickBooks Online users, and

set and maintain the appropriate access levels.

- Create and maintain vendor records, including contact information, payment terms, and other information required.
  - Create and maintain customer records including contact, delivery and payment information.
  - Creating the company invoice, customer invoice, sales invoice on Weekly/Bi-weekly, Monthly.
  - Maintaining India Bills.
  - Updating payments received in Quickbooks.
  - Releasing Payments to Vendors.
  - Advances & Other expense Payments to Employees.
  - Endrolling of Check Payments made.
  - Timesheet remainders following up with clients on Weekly/Bi-weekly, Monthly basis for successful running of Payroll in timely manner.
  - Maintaining monthly transfers list & placement details.
  - Maintaining of productive & unproductive reports of Employees on Timely manner.
  - Maintaining Intercompany reconciliations.
  - Maintaining Margin reports for each month.
  - Overdue Payments following up with clients through Calls & Mail drafting.
- Transactions related works

- Write checks in quickbooks online
- Write payments received from Companies towards Invoice Payments updates in Banking
- Write Bills to vendors on timely manner
- Participates in check payments
- Bank reconciliation
- Inter company reconciliations

Summary of Skills:

- Quickbooks desktop Payroll (UK & US Payroll)
- ADP Payroll, Paylocity, Unit4 (UK & US Payroll)
- Quickbooks online (UK & US Payroll)
- Ms word
- Ms excel
- Ms outlook

Technical Skills:

- In-depth knowledge of Quickbooks desktop payroll, ADP payroll, Quickbooks online, Ms word, Ms excel, Ms outlook

## Education

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### **Bachelor's**

Rao's degree college

2015

Narayana junior college

2012

### **S.s.c**

Seshu e.m school

2010

## Skills / IT Skills

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- Fast attempt of work with Smart attention
- QuickBooks
- ADP
- Paylocity
- Unit4
- Advanced Excel
- Us accounting
- Us payroll
- Uk accounting
- Uk payroll
- Global accounting
- Payroll
- Accounts payable
- Accounts receivable

## Certifications and Licenses

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### **Quickbooks**