
HAFSA MOHAMED

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Skills

- Experience in Microsoft Suite and Apple Systems
- Excellent verbal communication skills and ability to listen effectively
- Basic understanding of Power BI, Tableau
- Proficient knowledge of HTML/CSS. Advanced learning in QuickBooks
- Ability to work in a group environment and make careful decisions under pressure
- Competent to meet multiple deadlines proactive

Professional Experience

Medical Delivery System
4/11/2018- current

Bookkeeper/ Administrator Assistant

- Creates invoice sheets on excel. Initiate invoice numbers on QuickBooks for customers in a timely matter. Via email out invoices to clients Account Payable department.
- Calculate the measure of runs that were made. Record costs on the sheets for customers
- Prepares money related reports by gathering, breaking down, and abridging account data and patterns
- Analyze the data for number of runs made. Compute an issue money related examination of the budget summaries. Convert that to outlines for better understanding
- Ensure that the receivables are collected promptly from AP. Record cash receipts and make bank deposits online.
- Provide information to the external accountant who creates the company's financial statements.
- Assemble information for the external auditors for the annual audit
- Maintain and orderly accounting filing system and the chart accounts. Order office supply and budgeting.
- Purchase Supplies and equipment as authorized by management along with monitoring office Supply levels and reorder as necessary
- Creating representative's handbook and implementing the principles on staff individuals

Pacific Medical Systems

Account Billing

Bellevue, WA

March 2018- Dec 2018

- Orients and instructs patients as well as their families on therapeutic gear and the protection methodology by talking with them face to face, via telephone, or through email. Starts the supply request by making a patient profile and making a business request by means of Brightree. Furnishing instructive data related to coordinate consideration suppliers identified with provisions, and the protection procedure.
- Takes a shot at benefit of the patient to confirm protection inclusion by working straightforwardly with the insurance agency
- Screens and keeps stock of restorative gadgets and makes orders which are then sent to office chief in anticipation of request accommodation
- Capacity to be adaptable and wear different caps around the workplace when important.
- Regards patients by perceiving their rights; looking after classification.
- Keeps up quality administration by building up and implementing association principles.
- Keeps up patient consideration database by entering new data as it winds up accessible; confirming discoveries and reports.
- Adds to collaboration by achieving related outcomes as required.
- Agrees to office and legitimate prerequisites by cultivating restorative expert practices that hold fast to the reasoning, objectives, and models of consideration Pacific MSI actualizes; expecting adherence to HIPAA and other overseeing guidelines.
- Keeps up proficient and specialized learning by going to instructive workshops; checking on expert distributions; setting up close to home systems; benchmarking cutting edge works on; taking part in expert social orders.

Education

Year Up / Bellevue College

Bellevue, WA

March 2017 – March2018

Seattle Central College

Seattle WA

April 2016- Aug 2017

Awards & Certificates

Bellevue, WA

CNA certified

April 2014-Sep 2016

Business Technology Certificate

March 2017- Sep 2017

April 2008- May 2010