

# HALA MANDIL

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## PROFESSIONAL SUMMARY

- Versatile bilingual professional with 16+ years of experience contributing to success of diverse administrative, billing, and services platforms.
- Blends strong clerical computing, data entry, and bookkeeping experience with commitment to accuracy and operational efficiency.
- Communicates effectively with all levels of staff, management, and clients across diverse service environments and online systems.
- Quickly adapts to new and changing environments, complying with policies, procedures, and regulations while supporting organizational objectives.

## SKILLS

- Bookkeeping & Accounting
- Customer Service & Reception
- Accounts Payable & Receivable (AP/AR)
- Budgeting, Electronic Billing & Invoicing
- Financial Reporting
- General Ledger (GL)
- Inventory Control
- Payroll Processing
- Order & Payment Processing
- Risk Assessment
- Documentation & Recordkeeping
- Sourcing & Negotiations
- Translation / Interpretation (English/Arabic)
- Microsoft Office (Word, Excel, Outlook)
- QuickBooks Pro & QuickBooks Online
- Practice Fusion – Red CAP Survey

## WORK HISTORY

### Accounting Assistant

#### Ledgent Finance & Accounting – Fremont, CA

03/2021 - 10/2021

- Assist Accountants and other financial professionals with creating and editing financial documents, including but not limited to: 3 way match on vendor bills; check runs; contacting vendors over discrepancies; posting customer payments; addressing customer inquiries; contacting customers for payment information.
- Organize the bookkeeping processes of the company.
- Evaluate financial budgets and track expenses.
- Draft and report financial presentations.
- Reconcile financial books including incoming and outgoing funds.

### Administrative Assistant

#### Khalil Foundation – Union City, CA

07/2020 - 02/2021

- Managed reception operations, answering calls, replying to emails, and scheduling clients for providers in organization's Bay Area location as well as web therapy services using EMR system.
- Administered accurate and timely collection of payments, entering new and updating existing insurance information in electronics medical records billing platform.
- Worked collaboratively with internal and external stakeholders to ensure payment of patient claims, verifying insurance coverage and determining patient billing responsibility.
- Supported web therapy online pre-screening/scheduling, clerical functions, reporting, and banking operations.
- Established standard operating procedure (SOP) to eliminate billing discrepancies.

### Bookkeeper

#### Ta'leef Collective - Fremont - Fremont, CA

01/2018 - 01/2020

- Performed wide range of accounting and administrative operations, including implementation and maintenance of organization's accounting system.
- Accurately and effectively handled accounting functions, including journal entries, invoicing, and banking.
- Maintained e-Tap system updated with latest donor information.
- Managed all aspects of AP/AR, inventory control, and financial reporting.
- Produced monthly forecasts summarizing current and projected financial positions.
- Administered time keeping and payroll processing with focus on accuracy and deadlines.
- Provided translation and interpretation from English to Arabic and vice versa.

### **Bookkeeper**

**Peachtree CAS** - Hayward, CA

01/2006 - 01/2018

- Maintained GL for assigned accounts as well as journal entries.
- Reconciled bank accounts and transferred funds.
- Balanced financial reports for associations.
- Processed bank deposits and maintained litigation files.
- Maintained DRE accounts and tracked budget in system.
- Enhanced operational and cost efficiency with rollout of process improvements and best practices.
- Counseled homeowners regarding account ledgers.
- Coordinated account system conversion.

### **Intermediate Office Assistant**

**Mt. Diablo Unified School District** - Concord, CA

01/2000 - 01/2004

- Collected, analyzed, corrected, and entered data for 7,000 English learners.
- Maintained ELL desk as well as identified and targeted opportunities for office improvements.
- Ensured student information accuracy, overseeing data collection process.
- Reorganized file cabinets and desk for efficiency.
- Effectively and safely operated office equipment in alignment with instructions.
- Assisted district staff in data retrieval efforts.

## **EDUCATION**

**Business Administration, American University** - Cairo

**Accounting Technician, Chabot College** - Hayward

**Associate of Arts: Computer Software Application, Chabot College** - Hayward