**Wafaa Nasr**

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**CAREER PROFILE**

Analytical, results-driven professional with experience in Bookkeeping, Accounts receivable and accounts payable. A comprehensive working background in procedures and processes, extensive leadership skills, cultivate positive relationship with co-workers, clients, and vendors through efficient communication and action-oriented solutions, aspiring to utilize my strong organization skills and attention to details to support the finance, accounting and procurement department.

**COURSES COMPLETED**

|  |  |
| --- | --- |
| **2020** | Medical Billing and Coding |
|  | Managerial, Financial and Cost Accounting |
| **2019** | Bookkeeping |
|  | QuickBooks |
|  | YMCA Before and After School Program |
|  | Harassment Prevention |
|  | Risk Management |
|  | Social Media and Digital communications |
|  | Appropriate Touch |
|  | Child Sexual Abuse Prevention |

**SKILLS AND QUALIFICATIONS**

* Time management - Filling Documents
* Problem solving - Accuracy, Attention to details
* Data Entry - Handling pressure
* Leadership - Maintaining Accounting Records
* Ms. Office proficient - Quick Books
* Strong work Ethic - Organized

**EDUCATION:**

|  |  |  |
| --- | --- | --- |
| **Date of Graduation** | **Name of Qualification** | **Institution** |
| 2001 | Bachelor of English commerce | Faculty of commerce, Ain Shams University |

**PROFESSIONAL EXPERIENCE**

**Unitemp March-June 2022**

**Pdsition Title: Accounting “Payroll Specialist”**

* **Collect weekly timesheets.**
* **Calculate bonuses and allowances.**
* **Prepare employees’ compensation by the end of each week using payroll software.**
* **Schedule bank payments or hand out paychecks directly to employees.**
* **Distribute payment statements**
* **Calculate employees’ garnishments, health insurance,etc**

**2021-2022**

**Trougal**

**Position Title: Accountant Assistant**

* Assist Accountants and other financial professionals with creating and editing financial documents.
* Organize the bookkeeping processes of the company.
* Manage accounts payable using accounting software and other programs.
* Ensuring bills and payrolls are paid in a timely and accurate manner.
* Evaluate financial budget and track expenses.
* Draft and report financial presentations.
* Reconcile financial books including incoming and outgoing funds.
* Auditing payroll.
* Matching invoices payments.

**2020-2022**

**Balomy**

**Position Title: Bookkeeper**

* Documenting transaction details.
* Putting together financial reports.
* Fact-checking accounting details.
* Notify senior staff of any accounting errors.
* Recording financial transactions.
* Tracking payroll data.
* Comparing purchase orders, prices, terms of payment and other charges.
* Collect payment from customers and accurately record it into the system.
* Manage Accounts receivable using QuickBooks.
* Communicate with clients and customers to request delayed payments.

**2020**

**Medical Billing and Coding course**

* Full time attending medical billing and coding course at AAPC.
* Preparing for exam certification of “Certified Professional Biller (CPB)”.

**2017-2020**

**Panel learning center**

**Position title:** Middle school group leader

**Responsibilities**:

* Create student engagement; integrate technology as an instructional tool.
* Interactive teaching / learning, instruct students through lectures, discussions, group activities and demonstrations.
* Provide one-on-one attention to students, while maintaining overall focus on the entire group.
* Effectively work with parents, meet with other teachers as part of staff training sessions to share ideas, learn new techniques, develop strategies to incorporate curriculum.
* Motivating students.

**2018-2019**

**NUI School**

**Position title:** Middle School Assistant Teacher

**Responsibilities**:

* Assist middle school students learning foreign languages.
* Develop students’ language skills.
* Assist class teachers in preparing, presenting and evaluating materials.
* Responsible for preparing school accreditation documents with department of education.

**2018-2019**

**Versutus accounting & consulting**

**Position title**: Quick books Data Entry

**Responsibilities:**

* Entering the data of the clients for taxes records.

**2017-2018**

**Imagination Guru**

French American international school, yinghua Chinese school, Princeton day of school, Hopewell & west Windsor school

**Position title:** Stem Group leader

**Responsibilities:**

* programming language (Mine craft).
* 3Dprinting.
* Beebot.
* Robotics.

**Egypt Experience**

**2014-2017**

**WOOW stationary & gift shop**

**Position title**: Owner

**Responsibilities:**

* Produce invoices, Journal entry, and recording the daily sales.
* Support the month end close and financial statement preparations.
* Running reports that document profits and losses of the shop.
* Interacting with clients and customers.
* Daily bookkeeping, record keeping, and verify invoices.

**2007- 2013**

**Egypt 2000 laboratory**

**Position title**: Accounts Receivable

**Responsibilities:**

* Performing day to day financial transactions.
* Recording accounts receivable data.
* Preparing bills receivable, invoices and bank deposits.
* Updates receivables by totaling unpaid invoices.