bushra aamer

East Windsor, NJ | 732-925-5988 | bushra.aamer@outlook.com

# Experience

## Colonial Club Princeton University

### **Account Supervisor** March 2013 – Current

* Managing all A/R, A/P, and recordkeeping using a combination of QuickBooks and Microsoft Excel
* Responsible for yearly contracts for all club members, which consists of mailing documents, processing payments, resolving issues, updating accounts, and answering inquiries
* Oversaw account management, open invoices, payment scheduling and balances for 125+ members according to their payment plans and membership structure.
* Responsible for bank deposits, printing/mailing checks, collecting/scanning W-9
* Helping Accountant with monthly bank reconciliation reports by resolving all discrepancies.
* Posting and verifying all expenses into QB and maintaining a timely and accurate input of data across the board.
* Playing a key role in special events (like reunion and formals) by handling specific tasks such as setting up a point-of-sale system for alumni dues and donations, selling club gear, printing checks for temp labor.
* Preparing specific data and reporting as requested by management.

### **Meal Checker** April 2012 – March 2013

* Greeting members and signing them in for their breakfast and lunch meals.
* Processing data for managing members’ meal plans and tracking utilization.
* Providing members with forms, documentation, and general support.
* Assisting management by handling administrative tasks and ordering office supplies.

## CoreLab Partners, Inc. Princeton, NJ

### **Office Assistant** Dec 2010 – July 2011

* Performed secretarial and administrative tasks such as managing and organizing files, ordering supplies, and preparing both simple and complex documents.
* Handled intake for incoming communications; sorting, prioritizing, and distributing to all relevant parties as needed.
* Created complex worksheets for data entry in Microsoft Excel.

## RadPharm Princeton, NJ

### **Scan/File Clerk** March 2009 – May 2010

* Collected, organized, and maintained an inventory of confidential documents from several departments.
* Processed requests to procure specific document sets for teams.
* Collaborated with senior Data Entry staff to ship processed documents for archival.

## Cure Auto Insurance Princeton, NJ

### **Scan/File Clerk** April 2008 – Dec 2008

* Scanned, printed and copied a high volume of documents.
* Exported document sets as requested to various digital and physical mediums.
* Maintained scanners and printing equipment.

# Skills Summary

* QuickBooks
* Microsoft Excel and rest of MS Office suite
* Recordkeeping and Accounting
* Customer Service
* Printing, Scanning, and Organizing Files and Documents
* Administrative Duties and General Office Tasks