

# Rami Shoula

Bookkeeper

## 👤 Profile

Knowledgeable and experienced Bookkeeper with extensive knowledge handling and documenting financial transactions according to policies and preferred procedures. Experienced in maintaining accounts, processing accounts payable and receivable, managing invoices, and delegating payroll. Bringing forth excellent customer service skills, strong organizational skills, and the ability to communicate well with others.

## 📁 Employment History

### Bookkeeper at Schwartz & Associates, Austin

July 2016 — September 2019

- Processed payment and assisted with all financial transactions.
- Prepared payroll and direct deposit accounts.
- Maintained books including bank statements, transactions, and all receipts.
- Helped to manage and resolve billing disputes and collections.
- Prepared Federal, City, and State tax returns.
- Worked with Accountant at the end of the year to provide information and ensure accuracy.

### Bookkeeper at Brookfield Medical Center, Brookfield

August 2013 — June 2016

- Documented weekly and monthly payrolls and prepared tax documents.
- Processed accounts payable and accounts receivable.
- Organized and computed payroll data for employees.
- Utilized a new Excel financial recording system to increase efficiency and accuracy.
- Communicated with customers to resolve outstanding payments and develop payment plans.

## 🎓 Education

### Bachelor of Communications, Baylor University, Waco

September 2009 — May 2013

### High School Diploma, Bridge City High School, Bridge City

September 2005 — May 2009

## 📄 References

### Jamie Wilkins from Brookfield Medical Center

[wilkins@brookfieldmed.com](mailto:wilkins@brookfieldmed.com) · 830-554-6789

### Sara DiStefano from Brookfield Medical Center

[sara.di@brookfieldmed.com](mailto:sara.di@brookfieldmed.com) · 830-554-2381

## Details

[romioshoula@gmail.com](mailto:romioshoula@gmail.com)

## Skills

Advanced Technological Skills

Bookkeeping Software

Data Entry Skills

Accounting Skills

Team Leadership Skills

Market Assessment Skills

Superior Communication Skills

## Languages

English

Spanish

**Dr. Colby Schwartz from Schwartz & Associates**

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