

Farah Safaei

Woodland Hills, CA 91367 | 818.570.3150

safaeifarahnaz@gmail.com

Highlights of Qualifications

- Refined skills in research, negotiation, cost management, organization, multitasking, time management, and thriving in fast-paced environments.
- Highly organized and detail-oriented bookkeeper proficient in managing Accounts Receivable (AR)/Accounts Payable (AP), payroll, bank reconciliations, journal entries, and general ledger
- Certified in QuickBooks
- Fluent in English and Farsi

Professional Experience

Soheil Drakhshani DDS, Inc., Woodland Hills, CA Office Manager **2009 - Present**

- Manage day-to-day operations of a dental office, including answering phones, scheduling appointments, and overseeing inventory of office supplies.
- Oversee daily billing functions, including dental coding, charge entry, claims processing, payment posting, and reimbursement management.
- Review and validate accuracy of charges, including dates of service, services provided, patient identification, and provider signature.
- Maintain and update files, including insurance companies, diagnosis, procedures, and fees/profiles.
- Conduct insurance verification, pre-certification, and pre-authorization; process monthly patient statements and manage account payments, including submitting insurance claims
- Handled collections, including patient correspondence, payment plans, and forwarding accounts to collection agencies; resolved billing issues and reviewed claim denials for corrective action.
- Research and implement cost-saving measures, such as negotiating contracts with service providers and purchasing office products at competitive prices.
- Successfully collected over 320 past-due invoices in four months, achieving an average success rate of 90% in collecting past-due accounts.

Dr. Nitin Nanda, Calabasas, CA.

2016- 2018

Bookkeeper

- Conducted thorough research on account transactions, accurately posting them utilizing proprietary data systems
- Completed bank reconciliations and interacted with vendors to manage financial transactions
- Maintained meticulous financial records with exact attention to detail, compiling and delivering reports for management review

Education

Accounting and Computer courses | Los Angeles Pierce College, Woodland Hills, CA

Accounting courses | SUNY - The College of Old Westbury, Old Westbury, NY

Certified QuickBooks 2016

Certified Professional Coder (CPC Certification), 2010

Certificate in Medical Insurance and Billing, 2009 | West Valley Occupational Center, Woodland Hills, CA

Bachelor of Arts in Accounting | Institute of Technology, Tehran, Iran