



## ***Sherry S. Ibrahim, CB***

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### **General OBJECTIVE:**

Better Place in Better World in Jesus Christ' Name, so proud every day for the Blessings of raising my 2 wonderful kids

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### **Personal Objective:**

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**Remote** Accountant or Bookkeeping Job (Home Office Base) to take care of my family promising of adding value to your company, by efficiency and hard working with integrity, loyalty and honesty. Can work well independently or among a team.

### **Skills & Abilities:**

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I am a Certified Bookkeeper with 15+ years in Accounting and Bookkeeping with accuracy and punctuality in presenting reports with the accounting standards and regulations.

QuickBooks Training Certificate with 5+ years' experience in application.

- Having an analytical skill and very attentive to details with excellent ability to organize my priorities and work independently or a team player.
- Excellent organizations skills working with multiple tasks.
- Organizing overseas seminars, international Fairs with outstanding outcome and creative ideas.
- Learn new applications for bookkeeping and communicate with teams and management to achieve goals for success.
- Excellent with Microsoft Office : Word, Excel, PowerPoint, Outlook

## **Work Experience / Employment**

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I am currently working with :

**Joshua Builders : June 2016 up to date**

**Title : Administrative / Bookkeeper**

### **Accounts Payable :**

- Prepare invoices for processing on daily basis
- Communicate with vendors when additional information is needed
- Enter invoices into Quick Books on daily basis
- Send invoices for appropriate approvals on daily basis
- Print checks and give to CFO to sign on weekly basis
- Sign check when needed
- Reconcile statements from vendors on monthly basis
- Reconcile credit card statements on monthly basis

### **Accounts Receivable**

- Enter client estimates into Quick Books (can reach 300 lines, data, classes and values)
- Create client invoices, deposit credits and statements in Quick Books every 2 weeks
- Send client invoices and statements to CFO for approval
- Send client invoices to clients every 2 weeks
- Create PM% reports for all active jobs and distribute them to the appropriate job manager (can reach to 10 reports every 2 weeks)
- Receive checks in the mail
- Sent copies of check by email to CFO to be received in Quick Books
- Print check deposit slips and take them to the bank on weekly basis

### **Controls**

- Ensure Subcontractors insurances, agreements, business licenses and tax documents are all available for any new vendors.
- Compare invoices to estimates and make sure amounts are same.
- Post any new change order to the correct job in Quick Books.

### **Administration**

- Scan documents on daily basis
- Filing documents on weekly basis
- Sort all incoming and outgoing mail on daily basis
- Review all company voicemails and send to the appropriate person
- Review messages coming in from our website and send it to the appropriate person

**Office management**

Create rent invoices from all utility invoices received on monthly basis  
Ordering office supplies on monthly basis  
Shredding old documents on yearly basis

**St. Mary Church – Board Member – Service – up to date**

Bookkeeping for nonprofit organization  
Generate weekly reports with donation and expenses  
Perform Monthly bank reconciliations and cash flow sheets for nonprofit from donations and book store  
Generate Monthly non-audited Balance sheet & income statements  
Perform Quarter reports for cash flow and expenses for Diocese

**Nashville Capital Corporation : June 2016 – December 2022****Title : Executive Assistant**

Daily net assets updating  
Creating monthly and quarterly requested reports on time.  
Input portfolios in Morningstar.

**Renasant Bank : Jan 2021 – December 2022****Title : Executive Assistant**

Working on Bank software posting on daily basis  
Performing and up-to-date Bank education and codes exams passing on Monthly basis upon the requested schedules.  
Monthly Fees posting for Subs

**H&R Block                      August 2014 – June 2016****Title : Tax Specialist**

Filing taxes with an excellent care to customers, helping them understand what is their responsibility and how to submit all requested documents and information in order to do their taxes.  
Preparing 20+ cases daily with accuracy and customer satisfaction.  
Organizing all documents related to each case accurately and timely  
Preparing all requested and related schedules for individuals.  
Presenting an excellent care to all customers and colleagues.

**Coldwell Banker Barns              January 2016 – June 2016****Title : Realtor, Sales associate**

Working in the open real state field is a big challenge and lot of details. Helping customers to get their future homes.

**Evonik Industries                      January 1994 till July 2012**  
**Title : Executive Manager**

Evonik is a Multinational Company, Corporate Main office in Germany, our Delegates' office was located in Cairo-Egypt.

I was a **full time base job**, 60 - 80 hrs / week for 17 years

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**Past experience working for a multinational company doing the following accounting tasks :**

1. Negotiating prices and achieving best sales in raw materials
2. Generating invoices to customers and handle shipment then payments follow up
3. Organize Payments dues and process receivables efficiently
4. Accurately preparing office Monthly expenses reports with our admin expenses
5. Maintaining the accuracy in organizing all contracts for maintenance and agreements with renewal dates in timely manners.
6. Process Monthly payroll ensuring accurate calculations and timely transfers.
7. Paying Monthly Payroll Taxes and Social Insurance
8. Generate annual budget as per the management requirement.
9. Regular Bank reconciliations
10. Generating A/R weekly reports
11. Organizing overseas seminars: Plane booking, hotel booking, car rental, site seeing programs, printed brochure and pamphlets needed, restaurants', photos and videos for all lectures.
12. Annual Organization for Fairs: Booth design, ordering material, organizing meeting with customers during the Fair.

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**EDUCATION & CERTIFICATES**

- Bachelor degree in Accounting and Business administration from Cairo University and got an evaluation of its approval from ECE (Educational Credential Evaluators, Inc.) copy can be submitted when requested.
- Certified Bookkeeper Certificate
- QuickBooks certificate
- Taxes Certificate
- Communications skills Certificate

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**REFERENCES**

Available upon request.