### Ramy Nassif

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**PROFILE**

Self-motivated accounting graduate with 3 years of experience in financial analysis and reporting. Proven track record in preparing accurate financial statements and successfully resolving discrepancies. Fluent in Arabic and skilled in building relationships with clients and colleagues.

**EDUCATION**

**Middle Tennessee State University** Murfreesboro, TN

*Bachelor of Business Admin. in Accounting* May 2020

Minor in Business Administration GPA: 3.64/4.0

**EXPERIENCE**

**Innovative Renal Care** Franklin, TN

*Staff Accountant* September 2022- Present

* Responsible for the monthly close cycle for approximately 30 dialysis units
* Code, reconcile, and review data, which may include prepaid and accrual schedules, bank activity, pass-through liabilities, benefit accounts, and contracts such as leases
* Review clinic financials, analyze outliers and variances; reclassify as necessary and record accruals as necessary
* Aids in answering accounting and financial questions by researching, interpreting data, and performing analysis as requested by management and physician partners
* Organize and maintain auditable documentation and files
* Prepare and provide requested information for internal and external auditors
* Assist with preparing financial statements and complete timely filings with appropriate agencies
* If assigned, complete General Ledger (GL) tasks including: reconcile debt and accruing interest in necessary, verify and analyze Accounts Payable (A/P) activities, review fixed assets to ensure capitalization is consistent with IRC's fixed asset policy, reclassify as necessary, and record to and reconcile sub ledger to general ledger
* Reconcile clinic inventories and work with clinic personnel to resolve discrepancies
* May assist senior accountants and management with developing and implementing accounting procedures by analyzing current procedures and recommending changes
* May perform additional tasks such as calculating/recording/reconciling management fees, compile fixed asset and intangible asset roll, reconcile, and update monthly IBNR waterfall for medical and dental self-insurance, track and record IT pre-paid allocations
* Perform other tasks and duties as assigned

**Dialysis Clinic, Inc.** Nashville, TN

*Staff Accountant* August 2020- September 2022

* Preparation, entry of journal entries and reconciliation of all balance sheet accounts
* Review of financial statements, research and resolution of any G/L account discrepancies
* Review and entry of statistic information
* Identification, entry and tagging of fixed assets

**Volunteer Income Tax Assistance (VITA)** Smyrna, TN

*VITA/TCE Volunteer Tax* Preparer February2020*-* May 2021

* Interviewed clients regarding all income, deductions, and allowable credit(s)
* Directly prepared taxpayers' returns and answered tax-related questions
* Provide free tax return service to qualified individuals and families
* Fill out electronic forms for both federal and state tax returns using TaxWise
* Front desk representative: greet and welcome customers, organizing files, direct customers basing on their needs

**University School of Nashville** Nashville, TN

 *Business Office Assistant* July 2019- August 2020

* Receive cash and checks for deposit, verify amounts, and check the accuracy of transmission of funds forms
* Enter charge and credit items to student accounts such as cafeteria, after school and other miscellaneous items
* Explained difficult concepts regarding accounts in a way parents and students can understand
* Utilized the Business Office financial system to manage accounts receivable, reconcile accounts, and assist with student enrollment

**SKILLS**

* Accounting and financial reporting
* Journal entry preparation and reconciliation
* Tax preparation and filing
* Demonstrates leadership skills by proactively assisting others and fulfilling responsibilities
* Excellent communication skills developed through mentoring and presentation experience
* Eagerness to learn and ability to adapt to change
* Work independently and flexibly in a busy, open, and active environment
* Bilingual in Arabic (written and spoken)

**Certifications**

* Certified Public Accountant (CPA) Candidate: Passed all four parts of the CPA exam and currently working towards obtaining licensure

**Languages**

* English (Fluent)
* Arabic (Fluent)

**References**

Available upon request.