



Diane R. Bakr

**PROFESSIONAL
EXPERIENCE:**

1999 –

Present

Bakr Group, LLC
Sarasota, Florida

Comptroller, manage all accounting aspects, receivables, payables, payroll, taxes, bank deposits, Prepare monthly journals, cross reference with bank statements to equal ledgers, utilizing Quick Books accounting system.

1997 -

1999

Bakr Company, Inc.
Sarasota, Florida

Comptroller, manage all accounting aspects, receivables, payables, payroll, taxes, bank deposits, Prepare monthly journals, cross reference with bank statements to equal ledgers, utilizing Quick Books accounting system.

1994

1997

Neurological Institute of Savannah
Savannah, Georgia

Account / Insurance Representative

Responsibilities Include:

Computer data entry of patient's accounting information.

Prepare and process daily insurance reports.

Daily income deposits and cross tie-in to insurance reports.

Review vendors payment requisitions.

Process patients' Insurance claims.

Prepare end-of-month journals to equal ledgers.

Customer service support

1988 -

1991

Ohaus Corporation, Scale Manufacturers
Florham Park, New Jersey

Accounts Payable Representative

Responsibilities Include:

Purchase orders and merchandise receiving documents.

Computer data entry of clients accounting information.

Prepare and process daily purchase reports.

Review vendors payment requisitions and prepare checks for payment and process for mailing.

Prepare end-of-month journals to equal ledgers.

Customer service support.

1981 -

Creative Management System (CMS) / Adler - Meyer Company

1988 Toms River, New Jersey

Customer Service Representative

Responsibilities Include:

Process payment vouchers, clients checks and daily reports.

Prepare weekly payroll accounts, year end W-2's for large corporations with staff of over five hundred employees.

Data entry of accounts receivable and process weekly reports.

Prepare and review end-of-month journals to equal ledgers.

Review and balance clients banking accounts for accounts payable and payroll.

Involved in clients accounts auditing process.

Daily customer contact to provide service and support.

EDUCATION:

1982 Toms River High School North Diploma.
Toms River, New Jersey

1983 Ocean County College, Toms River, New Jersey.
Coursework Included: Accounting, Business, Economic and Marketing.

**COMPUTER
SKILLS:**

Quick Books, MS-Word and Excel, and ability to learn others quickly as needed.