
Sara Rana

Dallas, TX 75220 | 972-822-8076 | sararana3@aol.com

Summary

Dynamic and highly qualified MBA student with extensive knowledge of accounting principles, taxation policies income tax procedures, web based app development, and consulting projects. Well-organized and diligent about keeping records current, statements accurate and accounts reconciled for fully compliant tracking, reporting and auditing of financial records. Knowledgeable about federal and GAAP standards.

Skills

- GAAP Accounting
- Financial Portfolio Management
- Tax return filing
- Budgetary Governance
- PeopleSoft
- Financial analysis
- Year-end close
- QuickBooks
- Excel
- Word
- Photoshop
- Instagram
- EPIC healthcare software
- App development

Experience

ACCOUNTANT | 01/2018 - Current

Cancer Care of North Texas - Dallas, TX

- Organize the bills and accounts for thousands of patients
- Created an inpatient program to facilitate the processing unit of one billing service for the county of Denton
- Prepared monthly and year-end closing statements, financial documents and invoices.
- Investigated and resolved discrepancies in monthly bank accounts.
- Created detailed financial models and applied analytical tools to facilitate variance analysis.
- Monitored all company costs and presented budget forecasts each quarter.
- Balanced reports and batch summaries to submit for approval.
- Created and executed short- and long-term customized comprehensive financial strategies to reach company goals.
- Educated management members on strategies for minimizing tax liability.

Education and Training

UT Dallas - Richardson | Bachelor of Arts

Biology And Business , 05/2018

Southern Methodist University - Dallas | MBA

Marketing And Finance, Expected in 05/2023