

Rami Shoula

Auditing Clerk

Profile

Dynamic Auditing Clerk with experience working for both small and large companies. Adept in verifying data, compiling information, and creating detailed financial reports. Skilled in performing research to ensure accuracy for all financial transactions. A Self Starter with a strong attention to detail, wholly committed to ensuring compliance with company policies and laws.

Employment History

Auditing Clerk at Linthrop Accounting, New York

October 2016 — February 2019

- Processed invoices and payments.
- Examined accounting records to ensure accuracy.
- Created financial reports and corrected any errors.
- Utilized complex auditing software to ensure precision.
- Worked to ensure that company records complied with local, state, and federal laws.

Payroll Auditing Clerk at District 7 Movers, New York

February 2013 — August 2016

- Successfully managed payroll and personnel files.
- Maintained accurate information in the payroll system.
- Organized payroll tax records and W-2 files.
- Worked with Administrators to resolve questions about payroll, pay-rates, and deductions.

Education

Associate of Accounting, Orlando Community College, Orlando

September 2011 — May 2013

High School Diploma, Park May High School, Park May

September 2007 — June 2011

References

Marjorie Hughes from District 7 Movers

hughesm@district7moves.com · 850-556-2121

Colt Haddenburg from Linthrop Accounting

colthad@linthropaccount.org · 917-323-4888

Ronnie Johnson from Linthrop Accounting

j.ronnie@linthropaccount.org · 917-445-5498

Details

romioshoula@gmail.com

Skills

Advanced Mathematical Skills

Data Entry and Analysis Skills

Accounting Skills

Strong Organizational Skills

Project Management Skills

Superior Communication Skills

Languages

English

German