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| 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 HistoryAuditing 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. |  |  |  | | --- | --- | |  | EducationAssociate of Accounting, Orlando Community College, Orlando September 2011 — May 2013 High School Diploma, Park May High School, Park May September 2007 — June 2011 |  |  |  | | --- | --- | |  | ReferencesMarjorie Hughes from District 7 Movers [hughesm@district7moves.com](mailto:hughesm@district7moves.com) · 850-556-2121 Colt Haddenburg from Linthrop Accounting [colthad@linthropaccount.org](mailto:colthad@linthropaccount.org) · 917-323-4888 Ronnie Johnson from Linthrop Accounting [j.ronnie@linthropaccount.org](mailto:j.ronnie@linthropaccount.org) · 917-445-5498 | | DetailsSkills  |  |  | | --- | --- | | Advanced Mathematical Skills | | |  |  |  |  |  | | --- | --- | | Data Entry and Analysis Skills | | |  |  |  |  |  | | --- | --- | | Accounting Skills | | |  |  |  |  |  | | --- | --- | | Strong Organizational Skills | | |  |  |  |  |  | | --- | --- | | Project Management Skills | | |  |  |  |  |  | | --- | --- | | Superior Communication Skills | | |  |  |  Languages  |  |  | | --- | --- | | English | | |  |  |  |  |  | | --- | --- | | German | | |  |  | |