

# MARIO RAUF

---

Shoubra El Khaima, Cairo | 01206675096 | E-mail:

## OBJECTIVE

---

Fresh grade seeking to start a new career with an organization that I would gain the experience that I need, mentioning my bachelor degree in commerce, and my Microsoft office skills.

## EXPERIENCE

---

**Elgabalawy:** Site accountant From jan – 2023 till now

Duties and responsibilities:

- Control the site's petty cash, distribute the financial flow according to the project's needs, and settle it with the financial Department.
- Ensure that the financial claims are matching with the sub-contractors accountant.
- Applying all Accounting functions for a specific site.
- Handling day-to-day accounts transactions.
- Verification of bills receivables & payable.
- Handling petty cash maintenance.
- Handling supplier bill payments.
- Files management & knowledge of labor payments.
- Communicate and report to accounting supervisor for all actions taken.
- Review weekly timesheets, along with the accounting group.

## SKILLS & ABILITIES

---

- Good spoken and written English.
- Very good Microsoft office skills.
- ICDL course.

## EDUCATION

---

2016 -To 2021    **Bachelor Degree, in commerce, Ain shams university**

## COMMUNICATION SKILLS

---

Capable of working in a teamwork, to achieve any target, willing to listen and learn from more experienced colleagues.

