



Carla Mazzoni

Chief Administrative & Financial Officer

Role

Oversees administrative, accounting and tax activities, contributing to the financial control of projects and the effective management of operational and documentation processes.

Combines more than thirty years of experience in the construction sector and corporate administration, coordinating general accounting, relationships with banks and advisers, construction-site documentation and activities supporting the preparation of financial statements.

Supports the financial monitoring of operations and personnel administration, ensuring continuity, reliability and compliance with deadlines.

Key skills

Corporate Administration & Accounting	Management of general accounting, accounts receivable and payable, bookkeeping, bank reconciliations and administrative documentation control.
Project Financial Control	Monitoring of construction project costs, management accounting, preparation of financial documentation and support for management control activities.
Tax Compliance & Financial Reporting	Management of periodic tax obligations, year-end adjusting entries and support in the preparation of statutory financial statements and related accounting and tax documentation.
Relations with Banks, Consultants & Personnel	Coordination of relationships with banks, external professionals and payroll providers, managing the administrative aspects related to personnel and corporate activities.

Education & Certifications

Education	Diploma in Accounting, Rosa Luxemburg Technical Commercial Institute, Rome.
Software	Advanced knowledge of PROFIS, Microsoft Office, online banking platforms and accounting management software.
Relevant Training	Ongoing professional development in the administrative and accounting management of construction companies, with expertise in management accounting, financing, leasing, factoring and document management.

Previous Professional Experience

Company	Position	Responsibilities
P.R. S.r.l.	Administration Manager	Coordinated the administration and accounting department, managed accounts receivable and payable, monitored project financial performance, supported financial statement preparation, maintained relationships with banks and consultants, and oversaw administrative procedures related to construction projects and tax incentive schemes.
Futura 2052 S.r.l.s.	Administration Manager	Managed corporate administration, accounting records, financial statement reviews, and compliance with corporate and organisational requirements.

S.E.I. S.r.l.	Administration Manager	Managed general and management accounting, prepared tax documentation and monitored the financial performance of ongoing projects, with expertise in financing, leasing, factoring and credit assignment.
I.C.R.A.C.E. Soc. Coop.	Administration Manager	Coordinated the administration and accounting office, managed company budgets and financial operations, supervising banking relationships and tax documentation.
SIMET Impianti Telefonici S.r.l.	Administrative Assistant	Managed accounting and administrative activities while supporting personnel administration processes.
Updated: june 2026		