

Robert Smith

In-Charge Audit Associate

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SUMMARY

Extensive experience conducting moderate to complex financial analysis to identify the key trends that are related to month end close, payments and accruals. Strong candidate with the ability to calculate and audit Online and Print payments. Superior ability to conduct in-depth research to provide financial recommendations to upper managerial roles.

SKILLS

MS Word, Excel, PowerPoint, Access; Quickbooks; some SAP.

WORK EXPERIENCE

In-Charge Audit Associate

ABC Corporation - 1994 - 1999

- Prepared financial statements for individuals, partnership firms, and small businesses and companies Generated revenues by processing income tax returns for individuals, partnerships, and companies.
- Drafted annual reports of companies and small businesses.
- Led and supervised teams for internal and statutory audit of companies and businesses that included textile mills, textile machinery parts manufacturers, educational institutions, investment and leasing companies.
- Participated in inventory control and verification for large enterprises.
- Acted as a liaison between partners and clients ensuring client satisfaction at all times.
- Improved employee satisfaction and productivity by ensuring that grievances were addressed.
- Gained knowledge and ensured compliance with Indian laws and regulations.

Audit Associate

ABC Corporation - 1991 - 1994

- Audited the companys filed cost accounting report to ensure compliance with generally accepted accounting principles (GAAP) and government guidelines and regulations.
- Performed variance and trend analysis for the revenue and expense numbers listed on the financial statements of the client providers.
- Reconciled the financial statements to the general ledger.
- Audited and tested journals, purchase orders, invoices, payroll, fixed assets, statistics, bad debts, statements, leave schedules, etc.
- Researched and verified trade licenses, invoices, statements, third party payments, bad debt logs, time studies etc.
- Reviewed and interpreted contracts, policies and procedures Prepared journal entries as needed.
- Maintained complete confidentiality of company related business..

EDUCATION

B.S. in Business Administration - (The University of Texas at Dallas - Richardson, TX)