

# Corporate Auditor

## ROBERT SMITH

Phone: (123) 456 78 99  
Email: [info@qwikresume.com](mailto:info@qwikresume.com)  
Website: [www.qwikresume.com](http://www.qwikresume.com)  
LinkedIn:  
[linkedin.com/qwikresume](https://www.linkedin.com/qwikresume)  
Address: 1737 Marshville Road,  
Alabama.

### Objective

As a Corporate Auditor, responsible for Conducting management action planning workshops to discuss business risks, prioritizing control issues and develop corrective action plans.

### Skills

MS Office, Managing Skills, Multitasking.

### Work Experience

#### Corporate Auditor

**ABC Corporation** - November 1989 - 2000

- Operated computers programmed with accounting software to record, store, and analyze information.
- Checked figures, postings, and documents for correct entry, mathematical accuracy, and proper codes.
- Classified, recorded, and summarized numerical and financial data to compile and keep financial records, using journals and ledgers or computers.
- Debited, credited, and totaled accounts on computer spreadsheets and databases, using specialized accounting software.
- Operated 10-key calculators, typewriters, and copy machines to perform calculations and produce documents.
- Reconciled or noted and reported discrepancies found in records.
- Coded documents according to company procedures.

#### Corporate Auditor

**Delta Corporation** - 1988 - 1989

- Developed cost-saving opportunities and control improvements.
- Conducting financial, operational, and total business reviews of GEs worldwide components.
- Created complex data-mining queries, performed systematic trend analyses, and conducted detailed data analysis to identify control deficiencies.
- Planned and managed time and resource requirements for 12 subordinates, vetted audit findings with senior management, and oversaw audit publication.
- Planned and performed financial and operational audits of the parent company and its domestic and international subsidiaries.
- Responsible for developing audit plans, assisting external auditors and regulators, completing audit programs in operations, compliance, and employee.
- Planned, organized, and conducted examinations and evaluations of the adequacy and effectiveness of the organizations systems of internal controls.

### Education

Bachelor Of Science