



CHARLOTTE HARRIS

Sales Audit

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PROFESSIONAL SUMMARY

Results-oriented Sales Auditor with 7 years of extensive experience in financial analysis and compliance across retail environments. Expertise in identifying discrepancies and implementing corrective actions to enhance operational efficiency and profitability. Proven success in collaborating with management to ensure regulatory adherence and drive strategic improvements.

WORK EXPERIENCE

Sales Audit 📅 May / 2020-Ongoing
Maple Leaf Consulting 📍 Toronto, ON

- 1. Executed comprehensive audits to ensure compliance with financial regulations and internal policies.
- 2. Analyzed sales data to identify discrepancies, leading to effective corrective measures.
- 3. Collaborated with cross-functional teams to enhance operational performance and financial integrity.
- 4. Developed strategic action plans to mitigate risks and optimize profitability.
- 5. Maintained strong governance and controls, ensuring adherence to industry standards.
- 6. Provided insights to management on financial performance and compliance issues.
- 7. Trained team members on best practices in financial auditing and compliance.

Sales Audit 📅 May / 2018-May / 2020
Lakeside Apparel Co 📍 Chicago, IL

- 1. Conducted daily reconciliations of cash and credit accounts for over 700 retail outlets.
- 2. Identified and resolved discrepancies in financial reports, enhancing data accuracy.
- 3. Collaborated with Loss Prevention to investigate significant cash discrepancies.
- 4. Provided excellent customer service in addressing client and vendor inquiries.
- 5. Assisted in optimizing inventory management processes, improving stock accuracy.
- 6. Documented and reported audit findings to senior management for further action.

EDUCATION

Bachelor of Science in Accounting 📅 May / 2016-May / 2018
University of Illinois 📍 Phoenix, AZ

Focused on financial auditing and compliance management.

SKILLS

Risk Assessment

● ● ● ● ● ● ● ● ○ ○

Regulatory Knowledge

● ● ● ● ● ● ● ● ● ○

Attention to Detail

● ● ● ● ● ● ● ● ○ ○

Problem Solving

● ● ● ● ● ● ● ○ ○ ○

Communication Skills

● ● ● ● ● ● ● ● ○

INTERESTS

✍ Writing

👋 Community Service

🍳 Cooking

🧘 Meditation

STRENGTHS

⚖ Fairness

🤝 Diplomacy

🔥 Zeal

👁 Vision

LANGUAGES

🇬🇧 English

🇷🇺 Russian

🇵🇱 Polish

ACHIEVEMENTS

- ★ Implemented a new auditing protocol that reduced discrepancies by 30%.
- ★ Achieved 100% compliance during annual audits for three consecutive years.
- ★ Established a feedback loop with sales teams to continuously improve audit processes, enhancing team collaboration.