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## Accounting Auditor Resume

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### Job Objective

To enhance my skills and further my career by filling the position of Accounting Auditor in well-established organization.

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### Highlights of Qualifications:

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- Excellent knowledge of the principles, standards, concepts, techniques of auditing and accounting
  - Remarkable experience working with the Economic Development Programs
  - Excellent skill in fiscal analysis, operational and computer based systems
  - Sound ability to analyze complex problems to develop corrective action plans
  - Ability to multi-task and to work with little or no supervision
  - Proficient with MS Office: Excel and other accounting related software
  - Excellent verbal and written communication skills
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### Professional Experience:

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Accounting Auditor, August 2005 – Present  
Express Services, San Francisco, CA

- Developed standard procedure in compliance with the available records.
- Evaluated proposals, recommendations and corrective action plans based on audit plans.
- Managed to follow-up on corrective action plans.
- Ensured that the fiscal controls and procedures are met.
- Ensured that the audit reports and proposals presented for review meet anticipated expectations.
- Adhered to the company policies and procedures in developing and performing audits.

Accounting Auditor, May 2000 – July 2005  
Meggitt, San Francisco, CA

- Created internal audit system for effective functioning of finance department.
  - Managed to control all financial operations and processes through auditing system.
  - Reviewed and reconciled all customers, vendors and ledger balances.
  - Monitored the implementation of all audit systems and accounting functions.
  - Ensured to prepare and document time-bound periodic audit reports.
  - Guided and lead audit teams to achieve audit goals and objectives.
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### Education:

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Bachelor's Degree in Accounting, Western Connecticut State University, Danbury, CT

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