
External Auditor Resume

Job Objective

To secure a position with growing company as an External Auditor where my education and special training can be utilized to the fullest.

Summary of Qualifications:

- Excellent knowledge and experience in auditing and accounting principles and policies
 - Sound ability to maintain and enhance auditing skills
 - Excellent skills in oral and written communication
 - Sound ability to recognize and evaluate the materiality and significance of deviations
 - Excellent math, analytical and reasoning skills
 - Great Organizational and technical skills
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Work Experience:

External Auditor, August 2005 – Present
Advantage Personnel, Carlsbad, TX

- Performed external audit on the financial statements.
- Investigated all material issues raised by inquiries from professional or regulatory authorities.
- Evaluated and expressed opinion on financial statements.
- Reviewed entity's information technology control procedures whilst assessing internal controls.
- Coordinated with and assisted the local taxing authority.
- Ensured that all the statements and reports are free of material misstatements.

External Auditor, May 2000 – July 2005
Sni Financial, Carlsbad, TX

- Assisted in planning and scale of external audit engagements.
 - Managed to develop probable list of all company employees to be interviewed during the audit process.
 - Evaluated appropriate financial areas and records that could be examined.
 - Reviewed all of the required materials for accuracy.
 - Evaluated client's controls and procedural standards.
 - Mentored and developed the junior staff.
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Education:

Bachelor's Degree in Accounting, Blackburn College, Carlinville, IL

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