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## Financial Auditor Resume

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### Job Objective

Inspiring Financial Auditor seeking employment with challenging organization in which to enhance my experience in the field and to help company meet long-term goals.

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### Highlights of Qualifications:

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- Remarkable experience in auditing and financial policies and procedures
  - Sound knowledge of SOX, ACL and other related financial audit tools
  - Good knowledge of the financial calculations and reporting
  - Proficient with Microsoft Office applications with expertise in Excel
  - Amazing ability to maintain confidential information
  - Excellent communication, interpersonal and presentation skills
  - Excellent analytical ability and attention to detail
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### Professional Experience:

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Financial Auditor, August 2005 – Present  
Avis Budget Group, Saint Paris, OH

- Identified and documented financial statements.
- Performed on all the aspects of engagement audit planning and provided appropriate means and opportunities for improvement.
- Monitored the progress of audit work as against specified deadlines and provided status updates.
- Generated concise and well organized work papers, clearer explanations and sound conclusions.
- Ensured that all changes to planned audit scope and approaches are discussed and approved by Manager.
- Summarized audit findings and ensured that the audit is conducted consistent with departmental and company policies.

Financial Auditor, May 2000 – July 2005  
Kelly Financial Resources, Saint Paris, OH

- Ensured to expedite audits in accordance with professional audit standards utilizing available resources and applications.
  - Developed and established standard audit procedures.
  - Generated audit plans and performed initial and follow-up audits.
  - Prepared audit reports based on the existing financial statements.
  - Presented accurate audit results and provided recommendations.
  - Ensured to follow-up on corrective action plans in compliance with specified standards.
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### Education:

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Bachelor's Degree in Finance, Sterling College, Sterling, KS

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