
PUBLIC AUDITOR RESUME

Career Objective:

To obtain a Public Auditor position with dependable company where I can further boost my career in this field.

Summary of Qualifications:

- Vast experience in accounting and auditing, principles and practices
- Good knowledge of performing audits on public and private companies
- Good understanding of Financial Planning and Strategy
- Remarkable ability in maintaining a good Client Relationships
- Excellent reporting and research skills
- Great interpersonal and problem solving skills
- Excellent Communication skills both Verbal & Written

Work Experience:

Public Auditor, August 2005 – Present
Execusearch International, Nashville, TN

- Performed financial statement audit on private and public companies.
- Managed to convey the client the weaknesses and strengths of their internal control system and performed internal control testing.
- Monitored test material areas of both the balance sheet and the income statement.
- Assisted clients in disseminating information in compliance with new regulations.
- Monitored the financial statements and financial affairs.
- Worked in contrast with the established parameters and avoided conflicts of interest.

Public Auditor, May 2000 – July 2005
Worksource, Nashville, TN

- Inspected and audited financial records.
- Performed audits as per established laws.
- Assisted in conducting audits.
- Ensured to file a report at least once a year.
- Submitted appropriate recommendations along with the audit reports.
- Maintained a complete and accurate record or file of all audit reports.

Education:

Bachelor's Degree in Business Administration, Northern State University, Aberdeen, SD

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