
Sales Auditor Resume

Job Objective

Seeking a position in which to enhance my career as a Sales Auditor by becoming a valued member of your team.

Summary of Qualifications:

- Remarkable experience in auditing and accounting process and procedures followed by retail establishments
 - Skilled in confirming accuracy of the sales deeds as submitted by sales department
 - Sound knowledge of generating statements and reports through investigative auditing
 - Proficient with retail sales software, data analysis and MS office tools and related accounting applications
 - Effective oral and written communications and the ability to multi-task
 - Excellent customer and organizational skills
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Work Experience:

Sales Auditor, August 2005 – Present
Guitar Center, Baton Rouge, LA

- Analyzed and audited retail location expenses.
- Researched and responded to credit card inquires and charge backs.
- Partnered with store personnel to resolve sales transactions and other issues.
- Assisted with projects geared to improve efficiency and cost savings.
- Managed to assist with monthly financial statements closures.
- Ensured reconciliations including bank accounts, credit card receivables, incoming wire transfers and other general ledger accounts.

Sales Auditor, May 2000 – July 2005
The TruGreen Companies L.L.C., Baton Rouge, LA

- Performed on practice approved cancel retention procedures.
 - Managed to prepare daily and weekly reports on audit activities.
 - Contacted customers to confirm the accuracy of information communicated in sales process.
 - Obtained and provided accurate information for customer inquiries.
 - Ensured to review 10-points of the sale checklist with the customer.
 - Ensured to verify customer status through sales reports.
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Education:

Bachelor's Degree in Business Administration, West Virginia State University, Institute, WV

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