

Robert Smith

Tax & Audit Intern

PERSONAL STATEMENT

Obtaining a position with the room for advancement and growth, as well as utilizing existing skills in accounting systems and function and superior customer service to add value to clients and company profitability,.

WORK EXPERIENCE

Tax & Audit Intern

ABC Corporation - June 2007 - August 2007

Responsibilities:

- Reconciled financial statement analysis spreadsheets to the Financial Statements.
- Updated audit control matrices and WIP budgets; Tied-out cash flow worksheet to financial statements.
- Researched SOX processes for the audit team to ensure compliance.
- Observed SAS 99 processes and conducted SAS interviews with clients personnel.
- Prepared 10-Q preparation for submission to SEC.
- Evaluated internal controls by interviewing managements and company personnel.
- Completed audit procedures in a timely manner for clients in the following industries film and entertainment, governmental, manufacturing, real estate, reinsurance.

Audit Intern

ABC Corporation - 2006 - 2007

Responsibilities:

- Performed auditing services for four companies, communicated with 10+ banks to review all accounts, checked bank confirmations, verified 100+ invoices, and organized audit working papers.
- Trained for sample testing and prepared tax returns for 30 personnel in office.
- ASSETS & INTERESTS Proficient in Microsoft Excel, PowerPoint, Word, Visio, Adobe Photoshop and C++.
- Skilled in Financial Reporting and Auditing under IFRS and US GAAP, Oracle and SAP ERP system use.
- Fluent in English (full professional proficiency) and Mandarin (native speaker).
- Member of Shanghai Changning volunteer association and published five online public service announcements..
- This is Dummy Description data, Replace with job description relevant to your current role.

Education

Master's in Accounting - 2002(Long Island University - Brooklyn, NY)

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
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www.qwikresume.com

SKILLS

Accounts Reconciliation
And Analysis, Accounts
Receivable.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company
Name)
Reference - 2 (Company
Name)

