

ROBERT SMITH

Audit Internship

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Seeking an accounting/audit related role in companies where excellent analytical and technical skills can be utilized and where opportunities for career growth are available.

CORE COMPETENCIES

IFRS, MS Excel, MS Word, MS PowerPoint,.

PROFESSIONAL EXPERIENCE

Audit Internship

ABC Corporation - January 2011 – February 2013

Key Deliverables:

- Worked with the Audit Team, auditing clients including Halliburton, Oman Air, Oman LNG, GE Oil & Gas, etc.
- Coordinating with and maintaining a relationship with clients.
- Understanding the business processes of clients such as sales, purchases, Capex acquisitions, bank payments/receipts, reconciliations, financial reporting, etc.
- including internal controls placed on them and documenting the processes and internal controls.
- Testing the operating effectiveness of internal controls and reporting on the results.
- Reading and analyzing financial statements to ensure compliance with IFRS and local regulations.
- Ensuring that financial statement figures match the clients source records.

Audit Intern

BDO Accounting Firm - 2009 – 2011

Key Deliverables:

- Performed audit engagements for 5+ clients over last 8 months, earning \$60k+ for BDO.
- Conducted an entire audit engagement with another staff from planning, execution to completion, met the deadline in one month.
- Performed analytical procedures and analyses to detect unusual financial statement relationships.
- Evaluated the effectiveness of internal control concerning the preparation of financial statements and recommended areas of improvement.
- Performed federal and state compliance audits for non-profit clients, including CC-4 testing, A133 testing and benefit plan testing.
- Performed financial audits for SEC clients, including test of cash, PPE, account payable/receivable, payroll, expenses, revenues and journal entries..

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- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

BSc in Accounting - 2012(Oxford Brookes University)

