

ROBERT SMITH

Audit Intern II

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SUMMARY

Over 2+ years of experience serving in leadership positions and collaborating on project teams. Applicable experience in various accounting, tax, and audit positions interacting and engaging with clients, customers and executive leadership, has developed strong interpersonal skill sets and excellent verbal and written communication.

SKILLS

Financial Management, Quickbooks Enterprise, Accounting, Auditing, Excel, Word, Presentations, Problem Solving, Project Planning.

WORK EXPERIENCE

Audit Intern II

ABC Corporation - September 2007 – March 2008

- Performed detailed analysis of bank balances.
- Performed transaction testing for premiums, claims, expenses and other income in Alfalah Insurance Co.
- Manufacturing Sector Performed transaction testing for sales, expenses, purchases, cash & bank and cost of sale for Packages Limited.
- Helped senior in conduction substantive testing on expenses i.e.
- prepared salary analysis, expenses Analysis.
- Assisted in compiling audit file o Assisted in control testing and field audit Status Green Cardholder.
- Performed audit procedures on various financial statement categories and audit assertions Tested client cash accounts and reconciliations, prepaid expenses, fixed assets, and expenses.

Audit Intern

ABC Corporation - 2004 – 2007

- Performed analytical review of audit documents.
- Reviewed client accounting and operating procedures and systems of internal control.
- Identified accounting and auditing issues; perform research to solve issues that arise.
- Prepared financial statement reports and documentation supporting Deloitte's audit opinions.
- Provided recommendations for improved controls and enhanced business efficiency.
- Used Microsoft Excel extensively and performed various operations within Excel (VLOOKUPS, Pivot Tables, etc).
- Used SQL and Access to perform various queries..

SCHOLASTICS

- BS in Accounting - 2005(Oxford Brookes University - Oxford, OH)