



## **PERSONAL DETAILS**

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**Name and Surname:** Laura Ortega  
**Studies:** Degree in Business Studies  
Master in Audit  
**Nationality:** Spanish  
**Age:** 31  
**Marriage Status:** Married  
**Current location:** Abu Dhabi  
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### **Cover letter**

After finishing my studies in Business I completed a Master in Audit at the University of Zaragoza (Spain).

As a result, I started working for one recognized local Audit firm, where I joined as a trainee and become established soon after that. I worked there for four years and a half, learning and sharpening my analytical skills and working in different projects. My managers were very happy with my performance, but I had to leave the company for personal reasons.

If I have to define myself I would say that I am a self-starter, dynamic, responsible and always willing to learn and accept new challenges.

Below you will find a list of my skills and previous work experiences. I would love to provide you with more detailed information, so if you think I can fit into your organization please don't hesitate getting in touch with me.

I appreciate your time evaluating my application and I look forward hearing from you.

Yours faithfully,

Laura Ortega

## Knowledge

### **Audit**

#### - **Financial Audit** (4 ½ years)

- Analysis of Balance Sheet and Income Statement of the Company to identify areas for review.
- Evaluation of internal control of the Company to evaluate its reliability.
- Calculation of materiality.
- Identify and analyze risk areas performing the tests that we consider necessary to do.
- Development of the work program.
- Analysis of events after the year end that may affect the annual accounts.
- Redaction of the auditor's report based in those adjusts and reclassifications which are higher the materiality, and in the events that could affect significantly to the comprehension of the annual accounts.

### **Finance-Banking**

#### - **Commercial Manager**

- Attend to the customers in the bank cash.
- Knowledge of financial products.
- Sales.

### **Computer Skills**

#### - **Office** (Word, Excel, Access, Power Point, Outlook)

Good Knowledge of all of them but especially good management of databases using **Excel**.

#### - Advanced user of **Gesia** (Audit management software widely used in Spain).

#### - Good Knowledge of **Windows** OS.

### **Languages**

#### - **Spanish** native spoken and written.

- **English** spoken and written high level. Until July 2013 I have attended to English classes every week at work, taught by native English teachers.

#### - **French** basic knowledge.

### **Driving license**

Obtained.

## Experience

**March 2008 – July 2013**

**Company: CGM Auditores – Zaragoza (Spain)**

I worked as a technical in audit reporting to manager and team leads. Our main activities involved the gathering of relevant audit evidence in order to obtain a report according to the results thereof.

Audit work for Corporations, Nonprofit Organizations, Audit work of grants and Administrators of creditors meetings.

**January-March 2008**

**Company: CGM Auditores – Zaragoza (Spain)**

I completed the Master's Audit practices in CGM Auditores, where after the end of the trial period I was hired.

**August 2007**

**Company: Santander Consumer Finance EFC – Zaragoza (Spain)**

Before starting the Master in Auditing I worked at a summer replacement in Santander Consumer Finance supporting administrative functions and customer service.

**October 2006 –July 2007**

**Company: Kintech Ingeniería S.L. – Zaragoza (Spain)**

After completing my studies in Business I started working in this company dedicated to innovation in alternative energy systems. Occupying the position of administrative assistant attached to management I did work on financial accounting and cost accounting, capital management, delivery notes and invoices.

**January- April 2006**

**Company: F&G Asesores Monzón S.L. - Monzón (Spain)**

The work done was to introduce accounting entries of companies and arranged with banks and with the Tax Agency .

**February- September 2005**

**Company: Caixa Penedés - Barbastro (Spain)**

Until December 2004 I was doing for three months University practices in a bank office, after which I started working at another bank office of Caixa Penedés where I attended to the customers in the bank cash, sold financial products and managed capital.

## Education

**2008 to July 2013**

Attended at various courses with innovations that affects to accounts auditing, given by the "Institute of Certified Auditors of Spain" in Zaragoza and by the "Economists and Auditors' Register", and internal courses given by CGM Auditores firm where I worked.

**2007-2008**

**Master in Audit. University of Zaragoza (Spain)**

**2000-2006**

**Degree in Business Studies. University of Zaragoza - Campus of Huesca**

**May-June 2006**

English Course Callan School of English, London (40h).

**2005**

Banking training course Caixa Penedés (100h).