

JANE PROFESSIONAL

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SUMMARY

An internal audit professional with seven years' experience in supporting the audit team to perform compliance audit assignments. In this role, I have been able to provide independent assurance protecting the assets and sustainability of the business. I am looking forward to bringing my experience and skills to your organization and be a line of defense for the company.

EXPERIENCE

BOOKKEEPER, ACME INC.

2019- PRESENT

- Identified the most frequent expense types and created categories which resulted in less time needed during reconciliation.
- Created expense templates which reduced the operational time required for expense reporting by 30% from Q1 2020 to Q1 2021.
- In financial year 2021, the team was able to implement 100% of audit recommendations made.
- In collaboration with the risk framework team, we create a Continuous Risk Assessment engine that ingested data from our product across verticals reducing our fraud exposure to less 0.75%.

INTERNAL AUDIT ASSOCIATE, ABC ASSOCIATES

2016-2018

- Decreased contracts and payments uploading time from 2 hours in 2017 to 30 minutes in Q1 2018.
- Helped maintain a score above 89 for external audits conducted in 2017 and 2018.
- Obtained a CPA professional qualification to supplement the team.

SKILLS

Python

- Able to justify design decisions in code for data analysis.

Looker

- Highly proficient in Looker for data visualization and sharing insights with other cross functional teams.

EDUCATION

Bachelor of Economics, ACME UNIVERSITY

September 2011- April 2015