

# JANE PROFESSIONAL

[prof@mail.com](mailto:prof@mail.com) | +25470400404 | [www.linkedin.com/a-b-c](http://www.linkedin.com/a-b-c) | Nairobi, Kenya

## SUMMARY

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An internal audit professional with three 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

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### ABC ASSOCIATES

#### INTERNAL AUDIT ASSOCIATE

*February 2020 - Present*

- Helped create an audit handbook that streamlined collaboration within the audit team reducing the training period for new hires by five days.
- With the use of data visualization software, together with the audit team, increased the percentage of recommendations implemented in time by 35% through better transaction insights.
- Collaborated with the risk framework team to consistently surpass the targeted 70% of audit plan completed by the second month of the quarter.

### ACME INC.

#### Governance, Risk and Compliance Associate

*January 2019 – January 2020*

- Consistently providing relevant and timely audit outcomes quarter over quarter.
- Obtained a governance certification to be a vital cog in the audit department beyond risk and assurance.
- Obtained a CPA professional qualification to supplement the team.

## SKILLS

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### GRC

- Highly proficient in GRC on-premise audit software to supporting compliance functions and training,

### Looker

- Proficient in using Looker data visualization for gaining more insights to increase efficiencies.

## EDUCATION

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### Bachelor of Economics, Msomi University

2014 - 2018