[First Last]

Financial Audit

[City] | [Phone] | [Email] | [LinkedIn]

EXPERIENCE

[Firm] · Financial Audit Assistant
[City] | [Month year] - [Month year]

- Matched a sample of [transactions] to supporting documents and escalated discrepancies for review.
- Documented tests for the [purchases, revenue or cash] cycle using team procedures.
- Prepared evidence requests and maintained a tracker of outstanding responses.

[Company or organization] · [Role]
[City] | [Month year] - [Month year]

- Checked [records or supporting documents] for consistency and organized them for review.

EDUCATION

[School or university]
[Degree in audit, accounting or finance] | [City] | [Year]

- Relevant coursework: financial accounting, internal controls and consolidation.

INTERNAL CONTROLS PROJECT

[Project name]
[Month year]

- Mapped the [process name] workflow and documented key risks, controls and expected evidence.

SKILLS AND LANGUAGES

Excel: [functions used] | [Accounting standard studied] | English: [proficiency]