

SAMPLE RESUME FOR EXTERNAL AUDITOR

Luke Matthews
283 Liberty St
Drytown, CA 98555
(555) 555-8197
lukemathews@emailpace.com

Job Objective:

To obtain an external auditor position and utilize my experience, knowledge, skills and abilities for the successful completion of each job duty.

Work Experience:

External Auditor, 1/2012 - Present
AlphaTech, Inc., Palmville, FL

- Perform audit tests to investigate internal control procedures followed by ministries
- Conducts investigations in areas where anomalies have been noted
- Participate in the discussion of audit findings with staff that performs the function activities audited and obtain their comments
- Prepare draft reports expressing opinions on the adequacy and effectiveness of systems reviewed and the efficiency with which activities are carried out
- Conduct special investigations on request, participated in exit meetings.

ASSISTANT ACCOUNTANT, 10/2011 - 2/2012
Diskware, Inc., Palmville, FL

- Prepared of daily income statements
- Matched production with demand orders on daily basis, costing, procurement of materials, reconciliations, bank statement reconciliations
- Invoiced and receiving payments, data processing
- Fixed assets maintenance
- Prepared of books to balance sheet.

INTERNAL AUDITOR, 7/2009 - 8/2010
Diskware, Inc., Palmville, FL

- Performed audit tests to investigate internal control procedures followed by clients
- Conducted investigations in areas where anomalies have been noted
- Documented work done and highlighting internal control weaknesses noted
- Participated in the discussion of audit findings with staff that performs the function activities audited and obtain their comments
- Prepared a draft reports expressing opinions on the adequacy and effectiveness of systems reviewed and the efficiency with which activities are carried out
- Conducted special investigations on request, risk assessments for client s business

Education:

B.S. Commerce , Accounting Section, Commerce Faculty, Edu-Tech University 9/2011
Training Certificates: CIA certified Internal Auditor (Part one), ICDL, English language