Internal auditor

Part time: From: 1 / July / 2017

22 h / w To: 3 / December / 2021

Full time: From: 4 / December / 2021

44 h/w To: Now

I briefly explain my tasks:

1. Conducting regular audits of different areas of company

2. Collaborating with other departments to ensure that internal controls entered into business processes.

3. Maintaining accurate records of all audits conducted.

4. Reporting findings and provide recommendations to the managing director. (twice a week)

5. Guiding other members of the internal audit team.

6. Developing audit programs to evaluate the effectiveness of internal controls.

7. Evaluating and monitoring possible risks of fraud in the organization and implementing measures to reduce these risks.

We usually work from 8 am to 4 or 5 pm. From example, Yesterday we went to department of commerce, and check purchase invoices, contacted with the sellers are registered in the invoices and inquired about prices from other sellers of raw materials. After that, at the end of the day, we held a pre-arranged meeting with the managing director and presented a report of the works we did during the week along with documents.