

Clara Bingam

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Objective: Interested in a challenging position as an Audit Manger with a reputed organization where I can put to practice my management and audit skills and further my career.

Experience

Clifton Sales Corp

Baltimore, MD
2009 to present

Audit Manager

- Managed a team of 10 audit accountants and auditors.
- Planned, scheduled and oversaw internal audit process for various departments of the organization.
- Assessed and reviewed completion of audits, and prepared reports for the management.
- Audited, reviewed and analyzed account and financial records, reports and data.
- Trained and mentored audit staff and audit assistants
- Maintained and presented financial reports and findings on the financial status of the organization to management.
- Coordinated with external auditors on a regular basis, assisted in conducting audits and presented audit reports based on findings.
- Responsible for creating annual audit schedules under the instructions of audit committee and executive management
- Initiated and introduced various control processes for various accounting and financial processes.
- Participates as well as acts as a lead auditor during review of compliance
- Mentored staff auditors to perform their tasks in accordance with the planned strategies of the company.
- Initiated and carried out analysis and research of cost saving and cost optimization techniques.

Jarvis & Toole Accountants Pvt Ltd.

Baltimore, MD
2005 to 2009

Auditor

- Carried out internal audits as a part of the audit team.
- Documented existing audit processes.
- Identified risks and key control activities using various audit mechanisms.
- Provided management with suggestions and inputs on how to improve control and audit mechanisms including self control reviews and automated audit system.
- Prepared periodic reports based on findings from audits carried out on various departments, and presented them to the management.
- Maintained audit reports shared with management, carried out regular follow up

for ensuring completion of outstanding items and recommendations.

- Performed analysis and evaluation of the current accounting techniques and processes to determine their efficiency and effectiveness.
- Maintained an updated database of business processes for various departments.
- Identify audit issues and develop recommendations.
- Carried out audits and investigations of suspected improprieties in a confidential and professional manner.

Education

State University of Massachusetts Carlisle, MA
Masters of Business Administration 2008

State University of Massachusetts Carlisle, MA
Bachelors of Science in Accounting 2005

License

Licensed Certified Public Accountant, State of Massachusetts.

Affiliations

Affiliated to the American Accountants Association.
Affiliated to Massachusetts Accountants Council.

References: Available upon request