Ned Keely

125 53rd Street New York, NY 000-000-0000 nedkeely@abc.com

Objective:

Interested in a challenging position as a Forensic Accountant with a leading organization, where I can put to practise my skills and expertise as a Forensic and Investigative Accountant.

Experience:

Bennet Sales Corp

New York

Forensic Accountant

2008 to Present

- Applied accounting and auditing principles and standards to evaluate company financial and accounting records and procedures.
- Provided valuable advice to management on the integrity of the company financial status.
- Conducted internal forensic audits, analysis.
- Conducted internal audits on preventive measures and fraud analysis.
- Provided insights to the management on the reliability and integrity of information.
- Provided insights and gave recommendations on audit results related to fraud and losses.
- Audited and reviewed documents and statements addressed in the expert report.
- Administered In-depth financial analysis and developed case analysis strategy.
- Summarized depositions and managed to write and edit reports and memoranda.
- Audited professional standards to stay abreast of current developments.
- Utilized available data to reach sound conclusions, and provide clear recommendations.

Arlington Sales Pvt Ltd.

New York

Staff Accountant

2005 to 2008

- Prepared and presented monthly closing, financial and accounting reports.
- Prepared accounting statements and reports based on General Ledger and other accounting books.
- Solely managed order entry, customer service and product inquiries.
- maintained accounting books like accounts receivables, accounts payables and general Ledger.
- Processed billing, handled collections, and prepared daily and weekly deposit reports.
- · Managed company bank accounts.

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State University of New Jersey New Jersey **Education:**

Masters of Arts in Accounting 2006

New Jersey

State University of New Jersey Bachelors of Arts in Accounting 2003

Available upon request References: