



# Czarina Krystel [REDACTED]

**Auditor, Administrative Officer**



[REDACTED]  
[REDACTED]



[REDACTED]  
[REDACTED]

Dedicated and detail-oriented auditor with proven ability to conduct thorough reviews of financial records, identify discrepancies, and ensure adherence to regulatory standards. Adept at communicating complex findings in a clear and concise manner. Possesses strong analytical skills and a commitment to upholding the highest standards of integrity. Ready to leverage my expertise to bring accuracy and transparency to financial processes. Committed to delivering high-quality work and exceeding expectations.

## EDUCATIONAL HISTORY

### ○ Bachelor of Science in Accountancy

[REDACTED]

### ○ Secondary Education

[REDACTED]

## RELEVANT SKILLS

- Customer service and problem-solving skills. Proficiency in relevant software and tools
- Time management and organization skills
- Effective written and verbal communication skills
- Adaptability and flexibility to changing situations
- Demonstrated commitment to upholding ethical standards and maintaining the highest level of integrity
- Collaborative team player
- Skilled in managing audit projects, ensuring timely completion, and delivering high-quality results within specified deadlines.

## AWARDS & CERTIFICATIONS

### ○ Career Service Professional

Passed 2019

### ○ Retirement Plan Fundamentals Certification

Passed 2023

### ○ Xero Advisor Certified

Passed 2024

## WORK EXPERIENCE

### ○ Auditor

[REDACTED]

- Updating and documenting internal controls.
- Performing sample selection, analytical procedures, various audit testings for 401(k) plans.
- Completing audit working papers, work-programs, audit checklist.
- Preparing draft financial statement.

### ○ Senior Assurance Associate

[REDACTED]

- Performed financial analysis to identify critical information that our clients' management can use to improve their business processes.
- Preparing the audited financial statements.
- Discussed accounting issues and internal control weaknesses and recommendations with our clients' management.
- Ensuring accuracy and compliance while delivering superior quality assurance services to local and multinational companies within the Technology, Media and Telecommunications industries.



### Assurance Associate

[REDACTED]

- Ensured that our clients' financial statements are in accordance with the GAAP and standards through execution of audit procedures and review of our clients' transactions, records, and reports
- Demonstrated a strong aptitude for effective communication with team managers, seniors, and members.
- Worked closely with our clients' accounting and operations teams to have an in-depth understanding of the businesses.

### ○ Leasing Administrative Office Staff

[REDACTED] 21

- Prepare contracts and renewals, collecting payments, and other applicable fees
- Drafting letters such as final notices, warning letters, and etc.
- Reconciliation of receivables with the customers' payments