

JOE B. SEEKER, CA, CPA – FINANCIAL AUDITOR

Provides reliable financial expertise and cost controls



Professional Profile

Reliable financial auditor with five years of solid experience in Audit, SOX compliance, Accounts Finance, and Treasury. Brings international experience with six years adhering to IIA standards. Offers expertise developing and implementing financial systems, strategies, processes and controls that significantly improve P&L scenarios. Considered an expert in establishing accounting functions, systems and best practices; cost-reduction, automation, and tax strategies; and lasting business relationships to ensure goal-surpassing fiscal performance.

Accounting Proficiency

- Budgeting & Forecasting
- Forensic Investigation
- Fiscal Compliance & Audits
- Sarbanes Oxley
- Financial Planning & Controls
- Cost Containment & Risk Management

Business Competencies

- Office Administration
- Training & Development
- Meetings & Presentations
- Reports & Correspondence
- Interdepartmental Collaboration
- Systems Integration



HIGHLIGHTS of FINANCIAL PERFORMANCE in INTERNATIONAL BUSINESS:

- Negotiated below-market lease on prime office space that included \$10K in facility improvements embedded into the agreement. Overall savings to the bottom line amounted to over \$50K.
- Completed comprehensive valuation analysis and credit review of acquisition target, and played a key role in the due diligence effort that was crucial to successful merger.
- Uncovered \$125K in accounting overpayments during a six-month period and delivered a 20% expense reduction through analytical studies of business performance.
- Conducted thorough fraud investigations and security audits for a \$20M oil company with locations across the Middle East.

“Joe pays attention to every detail of business and can be trusted with the financial requirements of the department. I would highly recommend Joe to any company seeking accurate reports and professional accounting services.”

Performance Review – EFG Company 2009

FINANCIAL EXPERTISE ■ COST CONTROLS

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Experience

EFG COMPANY — NEW DELHI, INDIA

2006 - 2009

An Independent consulting firm providing financial services to organizations. [www.website.com](#)

Senior Accountant / Junior Accountant

Promoted to senior accountant position to direct accounting functions for a growing telecommunications company. Supervise and oversee financial analysis, financial audits, G/L, A/R, A/P and fixed-asset accounting in accordance with GAAP standards. Develop and manage overall financial performance.

- Built a finely tuned accounting department, fostering a collaborative environment that improved productivity, individual accountability, and team morale.
- Revamped General Ledger, financial systems, reports, and schedules to improve forecast precision and standardize reporting procedures. This enhanced company ability to work collaboratively and achieve targets.

GHI COMPANY — NATHU PURA, INDIA

2003 - 2006

A \$20M oil company with locations across the Middle East. [www.website.com](#)

Accounting Clerk (part-time; concurrent with college studies)

Performed A/P functions for this plastics manufacturer, including purchase order entry and inventory accounting. Processed monthly accruals; prepared checks, production documentation and schedules; and reconciled bank statements.

- Delivered six-figure cost savings by initiating expense analysis of equipment lease alternatives, leading to acted-upon leasing recommendations.
- Introduced business process improvements that enhanced A/P functions, established common vendor files, eliminated duplication and reduced monthly processing time by 20%.

Volunteer & Community Contributions: Hunger Clean Up (planning team) ... National Alliance to End Homelessness (fundraising drive volunteer) ... Canadian Red Cross (blood bank volunteer) ... Serve Ontario (Volunteer Bookkeeper)

Professional Affiliations

Canadian Institute of Chartered Accountants (CICA)
Illinois Institute of Certified Public Accountants (IICPA)
Institute of Internal Auditors (IIA)

Academic Credentials & Certifications

Master of Science in Accounting and Financial Management (in progress), degree expected 2010

Bachelor of Science in Accounting, 2006

ABC UNIVERSITY — NEW DELHI

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