

Avni Rao

Chartered Accountant

AR

Hyderabad, India   avni.rao@example.com   Fictional sample

01 Professional profile

Chartered Accountant with an illustrative 11-year career focused on financial reporting, assurance support and control evaluation. Core strengths include Financial reporting, Audit planning and Control testing. Selected examples describe the challenge, contribution and handover materials.

EXPERTISE

Core capabilities

Financial reporting

Audit planning

Control testing

Tax research

Workpaper review

Client communication

SELECTED WORK

Financial reporting review

Review workpapers and issue memorandum

Controls documentation

Process narratives and control observations

LANGUAGES

English - professional working

Hindi - professional working

CAREER CONTEXT

11 years in this illustrative career.

Three appointments.

Full work examples on page 2.

02 Professional experience

Jul 2022 - Present

Chartered Accountant

Asterline Finance Services · Hyderabad

Delivered defined workstreams in financial reporting, assurance support and control evaluation, coordinating reviewers and delivery partners.

- Reviewed reconciliations and disclosure support, recording unresolved points for the engagement lead.
- Mapped transaction flows and control ownership, then documented design gaps without issuing an assurance opinion.

Jul 2018 - Jun 2022

Chartered Accountant

Northmere Finance Services · Hyderabad

Supported progressively more complex work in financial reporting, assurance support and control evaluation, with a defined review process.

- Used financial reporting and tax research on assigned work; recorded decisions so colleagues could understand the approach.
- Prepared handover materials and incorporated specialist feedback before closing the workstream.

Jul 2015 - Jun 2018

Accounts Associate

Cedarfield Finance Services · Hyderabad

Built foundations through supported assignments, observation and practical feedback.

- Assisted with audit planning and workpaper review, checking work with an experienced reviewer.
- Kept organised work records and developed clear handover habits through supervised practice.

03 Accounting engagements

*Judgement backed by disciplined workpapers.*

WORK EXAMPLE 01 / ILLUSTRATIVE

Financial reporting review

Context

Draft statements needed better links to supporting schedules.

Contribution

Reviewed reconciliations and disclosure support, recording unresolved points for the engagement lead.

Prepared for handover

Review workpapers and issue memorandum

WORK EXAMPLE 02 / ILLUSTRATIVE

Controls documentation

Context

A growing business relied on undocumented finance approvals.

Contribution

Mapped transaction flows and control ownership, then documented design gaps without issuing an assurance opinion.

Prepared for handover

Process narratives and control observations

04 Education

2013 – 2015

Chartered Accountancy qualification (illustrative)

Asterbridge Institute of Professional Studies

Specialist study with a practice focus on financial reporting and audit planning.

2009 – 2013

Bachelor of Commerce

Cedarhaven College of Applied Studies

Foundation study, practical assignments and supervised learning. Fictional institution and qualification record.

05 Professional development

2024

Financial reporting - advanced practice workshop

Scenario exercises and peer review in financial reporting, assurance support and control evaluation.

2025

Tax research - reflective practice seminar

Applied learning reviewed through a bounded example and a written reflection.

Continuing learning examples, not licences or independently verified certifications.

06 Practice & evidence notes

| Practice focus                                                | Qualification status                                   | Engagement status                                      |
|---------------------------------------------------------------|--------------------------------------------------------|--------------------------------------------------------|
| Financial reporting, assurance support and control evaluation | Illustrative; no membership or licence number supplied | No audit opinion or certified statement is represented |

Every employer and institution in this CV is fictional. The two work examples describe individual contributions; supporting artefacts and externally measured outcomes are not supplied. Replace example information with accurate records and permission-cleared work before using this CV.