MUTAQADEM MIHANI

Audit Manager

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PROFESSIONAL SUMMARY

Detail-oriented Audit Manager with a proven track record in operational excellence and financial compliance. Expert in executing rigorous audit procedures while maintaining 100% accuracy in reporting and documentation. Committed to driving process improvements and upholding the highest standards of quality and professional integrity within complex organizational environments.

KEY CAREER HIGHLIGHTS

- Achieved 100% accuracy rate in all assigned audit tasks and financial reports, maintaining zero error tolerance.
- Streamlined internal audit workflows, resulting in enhanced compliance and improved reporting efficiency.
- Recognized for exceptional attention to detail and consistent delivery of high-quality audit documentation.

WORK EXPERIENCE

Audit Manager • **Professional Institution and Consulting** — **2023 – Present**

Amman, Jordan

- Direct and oversee comprehensive audit operations, ensuring full adherence to regulatory standards and internal quality benchmarks.
- Execute complex audit tasks with 100% precision, ensuring all financial reports are accurate and audit-ready.
- Analyze operational workflows to identify potential risks and implement mitigation strategies that enhance organizational compliance.
- Collaborate with cross-functional teams to provide actionable insights and recommendations based on audit findings.
- Manage end-to-end audit documentation, ensuring all records are maintained in accordance with professional standards and organizational policies.

CORE SKILLS & EXPERTISE

Core Technical / Functional Skills: Financial Auditing • Compliance Management • Risk Assessment • Internal Controls • Financial Reporting • Quality Assurance

Tools, Software & Platforms: Microsoft 365 • Advanced Audit Software • Data Analysis Tools • Enterprise Resource Planning (ERP) • Advanced Excel • Digital Documentation Systems

Industry Methodologies & Standards: International Auditing Standards • Regulatory Compliance • Risk Mitigation Frameworks • Operational Excellence

Leadership & Executive Competencies: Effective Leadership • Team Collaboration • Analytical Thinking • Professional Communication • Rapid Learning • Attention to Detail

EDUCATION

Bachelor / Diploma in Audit Management • **Accredited Educational Institution** — **2023**

Amman, Jordan

Accredited & Verified

LANGUAGES

Arabic (Native) • **English** (Professional Working Proficiency)