



Mahlet Woldemichael

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[Bold Profile](#)

PROFESSIONAL SUMMARY

Audit profession with solid background in accounting and finance.

WORK HISTORY

AUDIT SENIOR 01/2021 to 06/2023

HST Chartered Certified Accounting and Authorized Auditors
| Addis Ababa, Ethiopia

- advanced in preparation of financial statement
- collaborated in preparation of audit reports
- conducted walkthroughs of various business processes
- evaluated the effectiveness of existing policies
- identified potential control weaknesses
- prompted and provided timely updates on progress
- presented findings in a clear and concise way
- strengthened and recommend internal controls

FINANCE AND PROJECT MANAGEMENT 09/2019 to 12/2020

Center for Africa Leadership Study | Addis Ababa, Ethiopia

- Elevated project team
- Coordinated with stakeholders

AUDIT SEMI SENIOR 09/2010 to 06/2012

HST Chartered Certified Accounting and Authorized Auditors
| Addis Ababa, Ethiopia

- gained valuable insights of complex auditing scenarios and problem-solving
- Participated in ongoing professional development opportunities
- up-to-dated with relevant changes in accounting standards and regulations
- managed multiple projects simultaneously
- maintained a high level of accuracy and attention to detail
- Gained expertise in using various software tools
- managed audit process for efficient task completion

BANK OFFICER 03/2004 to 08/2010

NIB International Bank | Addis Ababa, Ethiopia

- enhanced customer satisfaction
- assisted customers' needs
- oversaw daily cash management functions
- ensured accuracy and security in all transactions
- Resolved account issues promptly
- Fostered a positive work environment

EDUCATION

- **Master of Science** | Accounting and Finance *07/2020*
Addis Ababa University, Addis Ababa
- **Bachelor of Arts** | Accounting and Finance *07/2017*
Addis Ababa University, Addis Ababa
- **Bachelor of Arts** | Administrative Service Management and Technology *07/2008*
Addis Ababa University, Addis Ababa
- **Diploma** | Computer Science *07/2003*
Micro Link Information Technology College, Addis Ababa

LANGUAGES

○ English

SKILLS

- - Money Handling
 - Team motivation
 - Staff Supervision
 - Customer Relations
 - Workload Management
 - Task Delegation