

# Natalie Majlaton

## Internal Auditor

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### Profile

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Dedicated and detail-oriented internal auditor with a proven track record of ensuring compliance, identifying risks, and improving operational efficiency. Skilled in conducting thorough audits, analyzing data, and providing valuable insights to enhance organizational performance. Strong communication and problem-solving abilities to collaborate effectively with stakeholders and drive continuous improvement.

### Professional Experience

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#### Capital Bank

##### *Internal Auditor*

- Audit Cycle Management: Oversee full audit cycle for operational effectiveness, financial reliability, and regulatory compliance. Analyze documentation and prepare reports.
- Independent Advice and Risk Management: Provide objective advice, identify loopholes, and recommend risk mitigation and cost-saving measures.
- Communication and Documentation: Maintain open communication with management and audit committee. Document processes, prepare audit findings, and conduct follow-up audits.
- Continuous Development: Stay updated on sector rules, best practices, and performance standards. Manage work papers on the Teammate system.

06/2023 –  
present  
Amman, Jordan

##### *Professional Assistant*

- Review and issuance of Internal Audit Reports.
- Insert All the Reports on Teammate system.
- Monthly statistical work of all the notes issued and existing.
- A quarterly report of all the reports issued and all the tasks during the period and training courses, including the latest monthly statistics.

02/2019 –  
05/2023  
Amman, Jordan

#### **Invest Bank, Secretary / Administrative Assistant**

12/2012 –  
11/2014  
Amman, Jordan

#### **Jordan Ahli Bank, Executive assistant**

11/2014 –  
02/2019  
Amman, Jordan

## Education

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Arab Open University, Bachelor's Degrees in Accounting

10/2018 –  
12/2022  
Amman, Jordan

## Languages

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Arabic • English

## Skills

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### Technical Skills

- Data Analytics
- Microsoft Excel
- MS Office

### Analytical Skills

- Strong analytical skills
- Analytical thinking
- Data analysis

### Detail-Oriented

Meticulous attention to detail

### Audit Skills

- Internal Audit
- Compliance
- Risk Management
- Audit Procedures

### Communication Skills

- Excellent communication skills
- both written and verbal

### Financial Acumen

Understanding of financial statements and financial analysis

## References

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Upon Request