

## MUSA SHAHIN

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### PROFILE

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A seasoned Finance Expert with over 30 years of experience with a special focus on Internal Audit Practices within the Banking Sector. Served as an active member in the Board of Directors auditing team for over Five years.

### WORK EXPERIENCE

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**Crystal City Investment and Tourism Company, I.I.C – Jordan**  
**Finance and Administration Manager**

Jul /2010 – Jan / 2015

#### Key Responsibilities:

- Developed plans, implemented goals, & administered policies as per the laws & regulation.
- Directed, & participated in the departmental program work plan, monitoring work flow, as well as assigning work activities & finance projects
- Prepared a variety of financial reports & records.
- Conducted financial performance reviews of district operations to the General Manager.
- Interviewed & selected new employees, as well as preparing employee performance evaluations & monitoring employee relations.

**Arab Jordan Investment Bank, Internal Auditing – Jordan**  
**Assistant Deputy General Manager**

Jan / 1990 – Jul 2010

#### Key Responsibilities:

- Planned, executed & managed audit assignments in accordance with the group audit plan & relevant policies.
- Managed audit work to ensure relevant risks & controls have been identified & addressed appropriately.
- Reviewed & directed control and performance evaluations.
- Reviewed & completed documentation of scoping, process understanding, as well as risk & control identification.
- Lead the discussions with auditees and business leaders regarding audit observations, consulting with the head of audit where necessary, & provided professional observation audit reports.
- Managed & supervised the internal control system and auditing of all bank departments and branches in Jordan and abroad.
- Conducted basic management's skills learning interventions.
- Prepared related review reports, follow-up to the corrective measures under direct coordination with senior management depts.

#### Major Projects:

- Supervised & participated in the privatization of "Syriatel" through setting procedures, checking applications, required documentation, & providing reconciliation between centers & banks in Syria.
- Conducted periodic site visits to all branches in Jordan & semi-annual visits to the branch in Cyprus, as well as the Arab Jordan Investment Bank – Qatar.
- Conducted the financial management of "Mediterranean Tourism Investment Co." (Owners of Four Seasons Hotel), since establishment until the opening of the hotel, responsibilities included proceeding all records, budgets, constructions accounts, cash flows, follow-up legal & administrative procedures, proceeding the shareholders accounts & preparing the ordinary & unordinary board of directors' meetings, owners' representative currently.
- Conducted the financial management of Planet Hollywood Amman Co., since pre-opening, until Dec 31, 2005.

**Ibrahim Al-Abbasi and Co for Auditing – Jordan**  
**Semi Senior Auditor**

Jan / 1985 – Dec / 1989

**Key Responsibilities:**

- Performed all kinds of audit activities in various private & public companies and financial institutions, including commercial & Islamic banks (Murabaha, Musharakah, Mudaraba and Ijarah), industrial companies, insurance companies, agricultural companies, & hotels.
- Prepared audited financial results & audit reports in addition to evaluating internal control systems.

**EDUCATION**

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**The Jordanian Board of Certified Public Accountants NO. 522**  
**Grade: A**

Jordan, 1989

**Jordan University**  
**BA, Major: Accounting, Minor Economics**

Jordan, 1983

**SEMINARS AND COURSES**

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- Basel II accord economic future/ consultation and training center - Amman.
- Electronic crimes and cheating in business, banking and shipping services/ Jordanian business society-Amman.
- Accounting and globalization challenges, certified public accountants, Amman.
- Control, security and auditing computer systems, financial application and future plans/ Arab center for consulting and training.
- Financial services forum, / Microsoft corp., Amman.
- Financial instruments, recognition and measurement according to the int'l standard no. 39/ Arab Center for Consulting and Training.
- Internal control/university of Jordan.
- Security technology and audit of computer operations.
- Measuring and managing operational risk and Basel II. Institute of banking studies in conjunction with Euro money training / UK

**PERSONAL INFORMATION**

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Nationality: Jordanian  
Place of Birth: Jerusalem  
Date of Birth: 21<sup>st</sup> June, 1960  
Marital Status: Married

**REFERENCES**

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Furnished upon request