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|  | 🞂**Martha Shitaye Adera***Lideta Subcity, Woreda 1, Kebele 01,* *House No. 1641**Phone: 0911-929394,* *0913-615211* *0912-667389**E-mail:martina10q@yahoo.com**martha.shitaye@abaybank.com.et**marthauu2016@gmail.com**https://www.linkedin.com/in/martha-shitaye-505590107*/ |

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|  | Education*Master’s in organizational Leadership, July 2018, Unity University.* *Bachelor of Arts Degree in Accounting, July 2011, Addis Abeba University school of commerce.**Certificate in travel operation, July 2007, Catering and tourism training institute (CTTI)**Diploma in Accounting, June 2004, St. Mary’s college* *Second Grade Driving License.*ExperiencePrincipal Compliance officer (Sep 29,2021- Now), Abay Bank S.C**Description Of Duties*** ensures that the company is conducting its business in full compliance of with all national and international laws, including regulations this will involve the creation, review and implementation of policies and procedures and best practices within the industry
* Ensure application of all laws related to anti-money laundering and combating terrorist financing;
* Ensures that the Bank’s strategies, objectives, policies and procedures are in line with international and national laws and regulations that are related to anti-money laundering and terrorist financing.
* Participate in the design and development of risk mitigating programs, policies, procedures and guidelines which are specific to compliance risk and Anti-money laundry.
* Revise and update policies and procedures
	+ Compliance policy
	+ AML-CFT Compliance Policy
	+ Fraud-Monitoring-Policy
	+ COMPLIANCE RISK MANAGEMENT PROCEDURE (KYC-CDD-AML-CFT and Other Regulatory Compliance)
* Gather compliance-related information/ findings from internal sources
* Arrange and conduct compliance training
	+ Induction to newly recruited employees
	+ AML-CFT- KYC training
	+ AML/CFT, Data Integrity and Anti- fraud Training; Focusing on remittance service
* Formulate proposals for organizational and procedural, changes to ensure that identified compliance risks are managed appropriately
* Prepare periodic reports
	+ - Monthly compliance Report
		- Quarter report
		- Branch Assessment Report
		- Annual Report
* Prepare and review budget and plans in an appropriate way for different audiences
* Check bank’s overall compliance with internal and regulatory body rules and regulations.
* Support Correspondent bank account openings, KYC-AML requirements and related documentations
* Identify and Monitor major risk and compliance issues, conduct compliance and risk assessments and recommend courses of action for strong compliance culture.
* Conduct enterprise wide risk assessment on existing and new products of the bank
* Perform loan review and recommend courses of action to management & BOD.
* Facilitate periodic KYC-AML review conducted by partners, correspondent banks and remittance service providers.
* Assist, coach and train subordinates

Senior Risk and Compliance Management Officer, (Feb15,2017 – Sep 28, 2021), Abay Bank S.C**Description Of Duties*** Support all work units in developing and implementing processes and procedures including the approach to risk identification, assessment, measurement and reporting
* Gathering, reviewing and analyzing data on changes taking place in the banking industry as an input for analysis on credit, operational, market and liquidity risk
* Identify and Monitor major risk and compliance issues, conduct compliance and risk assessments
* Examine the adequacy of internal operational policies and procedures and forward recommendation to the concerned organs of the Bank.
* Check compliance of work units with internal policies and procedures.
* Ensure distribution of relevant documents, rules and sanction list to performers
* Coordinate and /or Conducts Risk and compliance trainings;
* Develops and monitors the implementation of compliance related policies, procedures and standards; Ensures the implementation of Anti-money laundering policy;
* Assist the Department Managers in updating budget forecasts and align variances.
* Assist the Department Managers in updating action plan for the next budget year.
* Review and monitor performance of the department as per the budget and plan.
* Prepare performance report of the department and recommend courses of action.

**Senior Auditor** (June 03,2014 –January 26, 2017), Enat Bank S.C**Description Of Duties*** Perform financial, operational, and compliance audits in accordance with the internal audit program.
* Assist Audit Committee in fulfillment of its duties and responsibilities.
* Review bank practices and records for compliance with established internal policies and procedures.
* Develop recommendations for improving internal controls, operating efficiency, and the adequacy of bank records and recordkeeping.
* Report audit findings and recommendations to appropriate management based on the results of regularly scheduled audits, non-scheduled audits, and at any time when issues need to be addressed by management.
* Conduct follow-up reviews of financial, operational, or regulatory compliance deficiencies noted during audits.
* Conduct investigations of irregularities discovered by or brought to the auditor’s attention.
* Investigate, as requested by senior management, fraud, embezzlements, and defalcations within the bank.
* Work in cooperation with law enforcement agencies in any such cases as deemed necessary.

**Branch Auditor**(July 10,2012 – April 30,2013), Abay Bank S.C **Description Of Duties*** Control the day to day operation of the branch.
* Check if the rules and regulations of the bank and national bank of Ethiopia are considered while performing the task.
* Assures that there is adequate internal control system in the Branch and come up with recommendations to strengthen it.
* Conducts surprise audits and report to the control department on the findings and recommendations of the audit activities.
* Follows up on discrepancies and sends rectification report that the proper action has been taken.
* Assures that assets and resources of the branch are properly safeguarded.

**Major Projects and Assignments** * *Acting Manager of Compliance at Risk & compliance management Directorate September 20,2017 to December 18, 2017*
* *Testing and implementation of SWIFT sanction screening system*
* *Testing and implementation of Oracle financial services analytical application OFSAA*
	+ *Transaction Monitoring Module*
	+ *Know Your Customer Module*
	+ *Customer Screening Module*
	+ *Enterprise Case Management Module*
* *Currently assigned on testing Transaction monitoring system of SWIFT to upgrade Abay Bank transaction screening system.*

Entry Level work ExperienceBank Clerk I,(March 01,2010 –June 30,2012), Nib International Bank S.CAssistant Tour Coordinator,(March 2009 – September 2009), Mulugenet P.L.C Dinkenesh Ethiopia Tour Department.Bill Cashier 4 (March 17,2007 –March 18, 2009), Ethiopian Electric Power CorporationAdditional trainings and workshops*Training of Trainers(TOT)- Ethiopian Aviation Academy, 15 October 2021**Compliance Management – Ethiopian Institute of Financial Studies, June 12 ,2019**Training of Trainers(TOT)- Addis chamber Training Institute, August 16, 2019**Credit analysis & appraisal- Jemaneh Gebre General trading P.L.C, December 4,2019**RUCI workshop on countering proliferation finance - The Royal United services institute for defense and security studies (RUSI), 28 March 2019**TOT on concept of corruption and Ethics, The Federal Ethics And Anti-Corruption Commission(FECACC) ,14 December 2018**Customer Service, Ethiopian Aviation Academy, 18 May 2016**Risk Management, Ethiopian Institute of financial Studies, 15 April 2016*Reference1. *Mr.Tsega Mekonnen, Director - Risk management & compliance Directorate, Abay Bank S.C*

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