



## ACCOUNTANT, MANAGER

### BEN MEDJBER YASSINE

Date of birth: **06/10/1984**

Nationality: **ALGERIA**

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📍 **HAY IBEN KHALDOUNE N° 14  
AIN DEHB, TIARET, ALGERIA**

## OBJECTIVE

Motivated, seasoned and proactive individual with more than 13 years of budget management, accounting and finance. Background of repeated success implementing best practices and establishing various documents accounting and financial. Driven to deliver the highest level of service in an efficient and professional manner.

## SKILLS

- Organization, communication
- Very good computer skills
- Management
- Leadership
- Quick at learning new concepts
- Ability to resolve all auditing

## LANGUAGES

- **Kabyle and Arabic** (Mother tongues)
- **French** ██████████
- **English** ██████████

## HOBBIES

- Voluntary Association activities
- Trips
- Sport
- Reading
- Travel

## PROFESSIONAL EXPERIENCE

### ADMINISTRATOR - charge of Budget & Accounting

At the Directorate of Public Works. **Tiaret, Algeria 2018 – Present**

- budget management for accountment and Development including phasing analysis and monthly reporting.
- Acted as a consultant to the budget and Founder team in defining the organisational structure, job descriptions, roles and responsibilities for the various accounting and finance documents.
- Preparations of financial statements and documents controlling.
- Overhead calculation of projects.
- Keeping records of expenses and commitments.
- resolve all auditing issues efficiently.

### SÉNIOR ADMINISTRATIVE ACCOUNTANT

At the Directorate of Public Works. **Tiaret, Algeria 2014 – 2017**

- Preparation and submission of daily, monthly and yearly reports.
- Successfully set up a new entity and worked closely with shift manager to solve problems.
- Ensures accuracy and timeliness of all accounting data recorded through also maintain confidentiality of all financial information
- Wrote and delivered weekly training sessions for employeurs team.
- Establish and provide various accounting and finances documentes.

### EDUCATION ASSISTANT IN HIGH SCHOOL

At Education Department **2011 – 2013**

- Assist the school administrator in his administrative and financial tasks.
- manage allowances, payment of tuition fees, sale of school books.
- Payment of various bills (telephone, electricity, etc.....).
- collection and verification of supporting documents.
- Filling in the store's log any entry or exit of different materials.
- Paying various invoices related to suppliers.
- Preparing the stock card every day especially the materials related to feeding the students.

## EDUCATION

- Bachelor's degree in commercial sciences majoring accounting and taxation at University "Ibn Khaldoun", **Tiaret, Algeria**

**2014 - 2015**

- Diploma of applied university studies degree in commercial sciences majoring accounting and taxation at *University "Ibn Khaldoun", Tiaret, Algeria*

**2006 - 2009**

- Baccalaureate option Natural Sciences and Life

at schooling institution "**Education Directorate**", **Tiaret, Algeria**

**2004 - 2005**