

Finance & Accounting

M. Mohamed Lamine Meziani

36 years old , Married



100 Logements City, SIDEM, Les Vergers, Bir Mourad Raïs,
Algiers, Algeria



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Experiences

SAP S/4HANA Project Manager

Private Pharmaceutical group

May 2022 to September 2022

Finance & Accounting Director

SARL SECURITE 2000

June 2021 to April 2022 (Fixed term contract)

- Developing and implementing accounting & treasury policies.
- Preparing forecasts and comprehensive budgets.
- Analyzing and reporting on financial performance and risk.
- TAX operations.
- Ensure adherence to financial laws and guidelines.
- Cash management.

Order to cash Responsible -Credit Management & Insurance-

Henkel Algérie

August 2019 to May 2021 (Fixed term contract)

- Management of customers - credit Limit, Risk Category and follow-up of payments.
- Monthly and annual closing.
- Aging, o v e r d u e , reconciliation and different reports.
- Bad debt calculation.
- Insurance.
- Collection, d e d u c t i o n and dispute management.
- Cash application process.
- Support Business/order Management.
- SAP S/4HANA Implementation.

Principal Accountant


TOTAL

September 2018 to July 2019

- Supervise all the tasks relating to the financial and accounting management of the company: General and auxiliary accounts (Account receivable, Account payable), payroll and treasury.
- Tax declarations.
- Ensure the follow-up of banking and accounting operations.
- Local and global reports.
- Analysis of accounts and bank reconciliation.
- Coordination with controlling.
- Monitoring of investments.

Treasury Manager Deputy

 SARL SECURITE 2000

 February 2018 to September 2018 (Fixed term contract)

- Update and ensure the proper application of department procedures and controls.
- Develop the cash budget.
- Determine the financing needs and manage long and short term cash flow.
- forecast and manage banking relationships.
- Supervise and control the accounting;
- Control of tax declarations and CNAS;
- Supervise the Payroll & Sales department.
- Controlling.

Customer Accountant

 ALD AUTOMOTIVE ALGERIE

 August 2017 to January 2018 (Fixed term contract)

- Editing and follow-up of invoices.
- Recording and analyzing customers accounts.
- Monitoring of the aging balance and bad debt calculation.
- Collection and follow-up of unpaid debts and litigation.
- Organization and realization of reminders "dunning letters".
- Monthly, quarterly and annual closing.

Account Receivables & Credit Management

 Sanofi Aventis Algérie

 November 2014 to August 2017

- Oversee invoicing and reconciliation.
- Manage blocked orders (credit management) on a daily basis.
- Carry out financial analyzes for entering into relationships with customer.
- Provide the Accounting Manager with monthly client risk analysis statements (Bad debt).
- Monitor the customer's aging balance.
- Coordination with general accounting team, Tax department, treasury and controlling.
- Be in contact with third parties: banks and customers and external auditors.


Senior Financial Accountant

 SARL METROBUS

 November 2013 to October 2014

- Keep and analyze accounts.
- Record the expenses and revenues of the company.
- Optimize resources and Participation in the preparation of resources.
- Payroll.
- Audit and controlling.
- Treasury and collection.
- Establish the annual financial statement and tax declarations.

Principal Accountant

 Sécurité 2000 technique

 April 2012 to September 2013 (Fixed term contract)

- Record accounting transactions in the system.
- general accounting and treasury.
- Follow the processing of customer and supplier invoices.
- Draft a monthly statement of the company's accounting situation.
- Audit and controlling.
- Payroll, tax and social declarations.

Accountant



SOCAD



March 2011 to January 2012 (Fixed term contract)

- Keep the accounting books up to date and ensure their compliance.
 - Processing, verification and classification of accounting documents.
 - Application of accounting and financial procedures.
 - Participation in the preparation of financial statements.
 - Realization of bank reconciliation statements and analysis of accounting accounts, and monitoring of payments;
 - Establishment of tax declarations.
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Educations

PGS EHEC Financial and Accounting Audit



Algerian Chamber of Commerce and Industry CACI



January 2015 to June 2017



Algiers, Algeria

License in Management Sciences, Finance



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September 2006 to June 2010



Algiers, Algeria

Skills

SAP (FICO & SD)

PC Compta & PC Paie

Pack Office

Languages

Arabic (Fluent)

French (Fluent)

English (Advanced)