



Curriculum vitae

MAKHLOUFI Khadidja

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Class "B" Driving License

DIPLOMA AND TRAINING:

Educational level: Bac + 04 years university.

Degree: Degree in commercial science.

Option: Finance.

University: University of KASDI MERBEH -Of the promotion 2012.

Internship: Final thesis on the theme "Use of financial analysis to estimate the performance of an economic society at ENTP".

Attestation: Computing and office automation (Windows; Word; Excel; Power Point;)

PROFESSIONAL EXPERIENCE:

December 2014-: Principal Accountant at BONATTI ALGERIA.

Reporting and analysis of reports

- **Prepare and review tax and audit schedules**
- **Support General Accounting Projects and Implementations**
- **Finance Lead for the Repair Ops and Inventory valuation project, involving establishing standard costs for repaired & refurbished inventory, setting up process for month end variance reporting and assessing and documenting Service Inventory valuation and reporting methods**
- **Create, recommend and develop a new standardized budget and forecast tool / package for the Service Business**
- **Partner with the Service Finance Team in developing the new Global Service P&L Actual v Plan Reporting tool**
- **Partner with the Service Accountant as finance team members on the Global Service Management System implementation project**
- **Document an end to end processes to help improve global service inventory management and reporting**
- **Identify, recommend, and implement further process improvement projects as required**
- **Support the Finance Director with other initiatives as and when required**
- **Assists and performs internal audits and may interact with external auditors**
- **Utilize computer databases (ORACLE, PCPAIE,PCOMPTA,Excel, Access) to obtain and analyze varied and complex financial information**
- **Preparing weekly/monthly internal key performance metrics and program review packages for senior management**
- **Preparing financial analysis including Estimate at completion, variance, risk and profit/loss analyses**
- **Developing budgets to meet contractual/project financial requirements on a program**
- **Monitoring contract/program status and ensure compliance with government and customer requirements**
- **Ensuring compliance with internal procedures**

- *Preparing program material and subcontractor financial analysis and report findings to management*
- *Acting as a liaison between operations and other administrative support organizations on financial issues*
- *Reconcile departmental accounts on a monthly basis in U Access Financials*

June 2014- October 2014: Technical-commercial sales representative in Algerian Business Center

- *Meet with clients to discuss their pain points and craft a solution that McAfee can provide*
- *Maintain records of customers called and update Salesforce CRM*
- *Effectively utilise the channel in making and fulfilling orders*
- *Prepare quotes that are correctly drafted and submitted for processing*
- *Keep up to date knowledge of the industry competitive position of the company*
- *Developing and managing customer relationships focused on generating new commercial transactions*
- *Proactive communication and responding to customers in a timely manner*
- *Researching and developing a list of prospective customers to produce sales leads*
- *Creating and executing a sales plan for scheduling calls and setting appointments with prospects such as attorneys, builders/developers, investors, lenders and real estate brokers and their agents*
- *Collaborating with the prospect or customer and our escrow team to identify specific needs and expectations*

July 2013-October 2013: Multipurpose agent at KING STAR SERVICES

- *Billing and collection.*
- *Administrative manager (social declaration).*
- *Follow-up of calls for tenders*

December 2012 - March 2013: Secretary at «Sarl DIAMOND NOIR» Hassi Messaoud.

- *Followed the Situation "QVN" and "QSA".*
- *Statement "Sales and after sales" sales figures each month.*

July 2011- September 2011: Accounting assistant at "AO SERVICE" Hassi Messaoud.

- *Declaration G 50.*
- *Tax study.*

LANGUAGE:

Arabic: Very Good (written, spoken).

French: Very Good (written, spoken).

English: Good (written, spoken).

OTHER:

Good physical condition and good presentation.

Very good computer skills.

Team spirit and sense of responsibility.

Goal:

I am looking for a workstation according to my calcification.

I am ready to adapt to another position or other training.