**BILEL**

**Date of Birth:** *28/02/1987* **Nationality:** *ALGERIAN*

**Marital Statuses**: *Single*

**Summary/ Objectives**

It’s an honor for me to introduce this C.V. with my personal information to apply to work in your group as an employee contribution in the development of this corporation,a detail oriented with excellent knowledge of accounts possesses rich experience of 3+ years in finance and administration general and cost accounting, taxation, annual budget, Credit and collections customer service,administrative-clerical, data entry, documents and reports prepared, call center

* **Education**
* **High school in economic and Management 2007.**
* **Bachelor degree in commercial science specialty accounting 2012.**
* **Training course (finance and accounting).**
* **Works Expérience**
* **Internship in practice in accounting and financial sector in SONATRASH (06/03/2012 to 15/09/2012).**
* Know how to deal with all the accounting operations of the companies and the tax and audit the accounts.
* **Public relations officer February 2015 to present**
* Employeurs name  **El-Yahiya contracting Doha Qatar**
* **Duties**
* Preparing visa application for employees and Civil id
* Respond to, update employees on their enquiries.
* Medical & finger printing of employees
* Coordinating visa status on a regular basis
* Processing of company legal documents such as passport,
* Preparing employment contract Staff salaries account
* Maintain the associates Manning records presents timely and accurate consolidation of processing expenses, report to accounts, hr. in charge at the end of each cut-off.
* Administrative duties such as filing, photocopying, scanning, archiving, sending couriers, ordering stationery post collection, cheek collection and deposit at bank.
* **accountant - 26/11/2013 to 26/11/2014**
* Employeurs name **EURL TOMI SIEF Installation & maintenance of automatic equipment’s Algeria**
* **Duties**
* Preparing and analyzing accounting records and financial statements reports
* Compute taxes owed and prepare tax returns, ensuring compliance with payment, reporting and other tax requirements.
* Preparing periodic reports to compare budgeted costs to actual costs.
* -Using accounting Tools wherever necessary
* Preparing forms and manuals for accounting and bookkeeping personnel
* Advise clients in areas such as compensation, employee health care benefits, the design of accounting and data processing systems, etc.
* analysis and maintenance of accounts payable /receivable
* Debit collection, delegation of payments.
* **BANK TELLER – october 2012 - to octobre 2013 (contrat temporary)**
* Employers name -**Exterior Bank of Algeria** **BEA Algeria**
* **Duties**
* Processing customer deposits, withdrawals, and payments.
* Accepting cash from customers.
* Supporting the bank sales team by identifying customer needs and then promoting current offers to them.
* Referring customers with financial problems to other colleagues for assistance.
* Performing clerical and administrative duties.
* Controlling and monitoring the levels of cash in the teller drawer and following all check cashing and cash handling procedures.
* Dealing tactfully and efficiently with demanding customers.
* Adhering to all bank security, audit, and compliance requirements.
* Cross selling bank services.
* Reporting any suspicious customer activity to bank managers.
* Addressing customers by name with a smile and direct eye contact.
* Accurately receiving, counting and distributing cash.
* Selling financial services.
* Making small talk with customers whilst they are being served.
* Opening new customer accounts.
* Opening investor accounts.
* **Skills**
* MS-Office (Word, Excel, PowerPoint, Access and Outlook).
* Accounting software, Budget
* Excellent communication and Good analytical skills.
* Excellent ability to sort, check, count and verify numbers.
* Handled customer inquiries, researched problems and developed solutions.
* Ability to work in team as well as individually.
* -Positive thinking and hardworking.
* Qatar driving licence
* **LANGUAGES**
* English (Good)
* French (very good)

Arabic (Mother language). [To contact this candidate click this link submit request with CV No](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)

 