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| |  |  | | --- | --- | | **Boudjemaa**  [**Boudjemaa.336340@2freemail.com**](mailto:Boudjemaa.336340@2freemail.com) |  | | | | | | |
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| dai2 | | |  |  | | --- | --- | | Profile: | Male , 58, Married | | Nationality: | Algerian | | Current Location: | Algeria | |  | | | Current position: | Freelance Consultant.. | | previous Company: | GENERAL ELECTRIC Algesco Algeria | |  |  | |  | | | Preferred Locations: | Algeria , Qatar, UAE. | | Salary expectation: | To be negociated |   **Proactive-self starter-multi-task worker-problem solver-** |
| **WORK EXPERIENCE** | | |
| Mars 2009- Present **Local companies**  Freelance consultant in accounting and treasury.  **A**ccomplished seven interventions in local companies :  Auditing of treasury accounts bank and cash  Compliance of payments to documents checks and drafts. Invoices  and contracts , purchase orders.  Power of delegation and signatures / Authorizations.  Bank accounts reconciliation and adjustments. Adjustment entry  Cash reconciliation . fund calls and amount limits. Adjustment entry.  Treasury / bank and cash disbursements monthly recapitulation.     |  |  |  | | --- | --- | --- | | Apr 1996 - Feb 2009 | **GE oil&gas ALGESCO SPA** | **Hassi R'mel , Algeria** | |  | *finance manager* | | |  | Started as Financial grade 1 after 3.5 years ended as Finance Manager in the company ,  supervision the work of four accountants  responsible for the compliance of the accounting data reports, financial reports bank reconciliation statements and cash .  in time periodical closure and balance sheet.  account receivables and recovery. Claims.  payables in compliance with contracts and PO's.  Vendors invoices payments in accordance . Drafts and checks.  tax compliance and filling tax assessement, Insurance policy and claims  reporting to the Board of Directors and the General Assembly of the company.  updating procedures and proceeding to periodical controls. | | | | |
| |  |  |  | | --- | --- | --- | | Jan 1994 - Mar 1996 | **E N FERPHOS** | **TEBESSA , Algeria** | |  | *vice director accounting* | | |  | 19 accounting centers totalising 119 people were under my supervision in this Mining company for iron ore and phosphates. | | | | |
| |  |  |  | | --- | --- | --- | | Feb 1989 - Dec 1993 | **E N FERPHOS** | **TEBESSA , Algeria** | |  | *senior accounting manager* | | |  | responsible for the consolidation of the company accounts  auditing for the GL compliance accounts to the general accounting rules and procedures.  Balance sheet issuing and accounts analysis. | | | | |
| |  |  |  | | --- | --- | --- | | Jan 1987 - Jan 1989 | **E N FERPHOS** | **Bir el Ater , Algeria** | |  | *Cost accounting manager* | | |  | Implementation of cost accounting in the Bir el Ater Mining site for phosphatus. the project achieved in 2 years . | | | | |
| |  |  |  | | --- | --- | --- | | Nov 1985 - Dec 1986 | **E N FERPHOS** | **Bir el Ater , Algeria** | |  | *Junior Auditor* | | |  | control and verify the accounting entries conformity under the supervision of a manager. | |   Mars 1983- Mars 1985 **Algerian Army**  Military Service officer  Jan 1982 – Fev 1983 **Secondary School Ouenza – Algeria**  Teacher of English | | |
| **EDUCATION** | | |
| |  |  |  | | --- | --- | --- | | Oct 1976 - Jun 1979 | **Higher School of Commerce** | **Algiers , Algeria** | |  | *finance/accounting, Bachelor(BSc/BA), GPA pass* | | | | |
| Oct 1979 – Jun 1980 **Stratford School of English Studies Stratford- England**  *English studies level 1, level 2, level 3 and level 4*  *Pitman’s Exam certificate Oxford*  *First certificate in English Cambridge*  *Oct 1980 – Sept 1981* ***Strathclyde University Glasgow- Scotland***  *Postgraduate diploma course in Accountancy .* | | |
| **OTHER CERTIFICATES** | | |
| |  |  |  | | --- | --- | --- | | 1994 | **chartered Accountant** | **Ordre National des Experts Comptables, des comptables agrées et commissaires aux comptes , Algeria** | | | |
| |  |  |  | | --- | --- | --- | | 1990 | **financial Management** | **ISGP Annaba , Algeria** | | | |
| **IT Skills** | | |
| |  |  | | --- | --- | | **Windows & Office tools** | | | excel | Advanced | | word | Advanced | | powerpoint | Advanced | | outlook | Advanced | | **Operating systems, Networking & Hardware** | | | technosoft accounting  Navision | Expert  Advanc  d | | | |
| **LANGUAGES** | | |
|  | | |  |  | | --- | --- | | Arabic | Native | |
|  | | |  |  | | --- | --- | | French | Fluent | |
|  | | |  |  | | --- | --- | | English | Fluent | |
| **COMMENTS** | | |
| |  | | --- | | 20 years experience  financial and accountant in mining industry and in hydrocarbons  Achievements : - Implementation of cost accounting in a mining company in Algeria   * Setting up a finance structure in a joint venture between General Electric and Sonatrach, Sonelgaz Algeria, | |  |  Bas du formulaire | | |