**AREAS OF EXPERTISE Accounting**

*General*

Production of consolidated financial income statements

Maintaining, safeguarding and securing financial records

Knowledge and compliance with Anglo-Saxon accounting rules

Implementation and enforcement of policies and procedures

Interface with internal and external partners

*Sub-ledger*

Accounting operations data entry Accounts payable and receivable follow-up

*Analytical / Cost*

Design and set up of a client-product analytical account approach

*Tax*

Review data entries for accuracy with tax legislation

*Budget*

Participation to the elaboration of a draft budget

**Financial Analysis**

Cash-flow and cash position forecast management

Production of intermediate operating totals

Banking relationship management and negotiation

**Control Management**

Monthly performance indicators analysis and reporting

Monitoring of internal procedures

Analysis of variances and discrepancies

**Team Management**

Team coordination and guidance

Initiation to accounting data and procedures

**WORK EXPERIENCE**



1990 – 2011

**Financial & Accounting Manager** of 3 associationsAISP (ONU), FNAME, AME

**Accountant Assistant** , REED, Lyon

**Supply Chain Accountant,** PromoPlus, Lyon

Portfolio management of 100 companies

**General Accountant,** Biomérieux, Lyon

Participation to the preparation of tax reports and statements

**General Accountant,** Robert Half, Canada

Accounting services for SMEs/SMIs in industrial and service sectors

**Partner Associate,** Cabinet H.Pinto, CanadaPortfolio management of 50 SME / SMI clients, liberal professions / artisans

**General & Cost Accountant,** L.B.B., Canada

Payroll management (150 employees)

Customer accounts update / client contract development Cash-flow adjustments

**Management Assistant,** Streichenberger, LyonIn charge of revising and updating client contracts



1986 -1990

**Deputy Director for Finance and Administration,** CEMA,Morocco, management and supervision of five employees Initiation of the team to the revised Chart of Accounts

**Trainee Chartered Accountant,** Rhône Poulenc, MoroccoPreparation and optimization of the accounting department for computerization readiness, accounting and fiscal analysis on provisions

**Trainee Chartered Accountant,** Cabane & Méric, LyonAccounting paperwork follow-up for the Works Councils

**EDUCATION**

**HEC**, (similar MBA) north America

**DECS**, Higher Accounting Studies Diploma,Jean Moulin University, Lyon III France,

**DUT** GEA, University Diploma in Business and

Administration management, University of

Reims France.

**Languages**

English : fluent.

French : fluent

Arabic :fluent

**Computer Skills**

Ciel Compta

EBP

AS 400

SAGE

PACK OFFICE

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**INTERESTS**

**Reading** :

Business magazines

Historical literature

**Sport** :

Swimming

Soccer

**ACCOUNTING**

**FINANCIAL & CONTROL**

**MANAGEMENT**

**SAÏD** **said.360173@2freemail.com**