

BRIKI YAZID
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Courriel : yaz.82.briki@gmail.com

Language: Arabic, French & english

Software: Word, Access, Excel, PowerPoint, Incadea, Epicor, SAP, Maximo, Sunvision

Current Position from 2019 up to day: Accountancy supervisor at Groupement RKF detached form CEPSE

1.1 Timely & Accurate Reporting

The core responsibilities consist to successively assist Management & Shareholder reporting positions, preparing and analyzing the monthly accruals & generating SH and internal management reports, actively participate on the budgeting & five-year plan processes:

1.1.1 Accruals

- Salaries:

Prepare Sonatrach & Cepsa , International consultants salaries accruals using : HR, Contract services , excel and SAP systems data base .

- Training:

Accrue for OC and Operations trainings.

- Camps:

Accrue for catering & running costs.

- Logistics:

Accrue for flights.

Accrue for Freight, Customs clearance/duties and road transport.

- Taxes:

Accrue for all taxes regarding oil & gas activity.

- ITC:

Accrue for the following costs: Desktop, Infrastructure, Telecoms, Business & Technical applications, Maintenance support and Petro technical computing environment.

- Insurance:

Accrue for insurance.

- Project Services accruals:

Data entry of the accrual's numbers sent respectively by Cost engineer positions.

1.1.2 Reports:

1.1.2.1 Management reports

Participate to prepare and issue the month end close reporting as follows:

- Design reports and Set up maintenance using Vision Executive.
- Extraction of Financials Reports using Vision Executive (Development, Post phase 1, Opex, Operations Teams and Business support Teams reports).
- Fix any variations found in check processing.
- Output the Vision Executive reports to Microsoft Office (Excel).
- To format nearly three times about 67 worksheets (Summary and detailed reports).
- Consolidate the Business Support Summary report.

1.1.2.2 Shareholder reports

Participate to prepare and issue a monthly, quarterly, annually and other Sonatrach reports as follows:

A- Monthly reports

- Design SCF reports and Set up maintenance
- Extraction of SCF reports.
- Compare the value of SCF reports to Management reports.
- Fix the variations found in the check processing
- Output the Vision Executive reports to Microsoft Office (Excel).
- To format six worksheets (Development, post phase1 and Opex).
- In accordance with SH canvas, generate for both projects six summary reports : Capex month, Capex Annual, Opex Summary, Maintenance & Security charges and follow up of Opex Budget.
- Produce, send and follow up Industrial water consumption report.

B- Quarterly reports

- Produce capex expenditure report.
- Produce the Financial report

C- Annually reports

- Produce the Management report (Rapport de gestion) to be sent to AST.
- Produce the work statement of the closing balance sheet report (Balance of Capex accounts, balance of Opex accounts and Put in services statement).
- Produce the Implementation report (rapport d'exécution).

1.1.3 Budget:

Participate to prepare & issue the Esquisse/Budget and the upload processes as follows:

- Organize the received Team's budget templates (manpower, travel, internal support, External support, ITC project, other capital project) as per Management Acctg procedure.
- Calculate the Manpower and Travel budget by staff categories and project allocation using the updated rates.
- Consolidate the Team's budget templates.
- Complete the control schedule
- Complete the Esquisse/Budget total package.
- Consolidate and prepare the budget report for upload.

1.1.4 Five-year plan

Participate to prepare and issue the five-year plan as follows:

- Consolidate the budget Esquisse for each team.
- Consolidate the total budget Esquisse
- Complete the five-year plan for Capex.
- Complete the five-year plan for Opex
- Complete the five-year plan total package.

1.1.5 General daily tasks

- Set up requests to create or disable cost code structures into SAP.
- Process journals into SAP system when correction &/or reallocation is required.
- Ensuring the correct application of invoices Cost code.
- Interface with all departments for diffusion/collection of both financial and operational information.
- Monitoring financial operating information analysis to complete accurate accruals.
- Automate Shareholder reports using SCF account codes.

1.1.6 Occasional tasks

- Arranging and delivering coaching to Accounts Payable team (cost code structure).
- Acting with Management & Shareholders reporting as contact with Operations teams, providing advice and guidance through site visits (esquisse & budget templates explanation).
- Generate the YTD costs report for SCM or ITC departments.
- Answer to shareholder's requests.

Development of Reporting:

- Develop existing reports to meet Sonatrach requirements.
- Maintain and develop coding structure to support all reporting
- Put in place procedures for reporting process.

Work Experience

2013 a Up to day **Accountancy supervisor** (CEPSA) Ouragla (Algeria)

1.2 Timely & Accurate Reporting

The core responsibilities consist to successively assist Management & Shareholder reporting positions, preparing and analyzing the monthly accruals & generating SH and internal management reports, actively participate on the budgeting & five-year plan processes:

1.2.1 Accruals

- Salaries:

Prepare Sonatrach & Cepsa , International consultants salaries accruals using : HR, Contract services , excel and SAP systems data base .

- Training:

Accrue for OC and Operations trainings.

- Camps:

Accrue for catering & running costs.

- Logistics:

Accrue for flights.

- Taxes:

Accrue for all taxes regarding oil & gas activity.

- ITC:

Accrue for the following costs: Desktop, Infrastructure, Telecoms, Business & Technical applications, Maintenance support and Petro technical computing environment.

- Insurance:

Accrue for insurance.

- Project Services accruals:

Data entry of the accrual's numbers sent respectively by Cost engineer positions.

1.2.2 Reports:

1.2.2.1 Management reports

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2011-2013

Cost control supervisor:

Nissan Algérie, Algiers (Algeria)

- Analysis of the company's activities (vehicle sale by branch, spare part sale central store and branches, after sales by branch).
- Monthly presentation of finance committee activities for management.
- Ensures and monitoring of vehicle inventories.

2010-2011

Chargé du contrôle de gestion :

Renault Algérie, Algiers (Algeria)

- Analysis of spare part sales activities (turnover and marginal profit)
- Monitoring the impact of marketing operations.
- Preparation and revision of the annual budget
- Presentation of analysis findings during monthly finance committees.

2007-2010

**Assistant du responsable financier et
administration de la succursale :**

Renault Algérie, Algiers (Algeria)

- Analysis of all branch activities (spare part sales, new vehicle sales and after-sales service)
- Monitoring of branch receivables.
- Analysis and reconciliation of interim accounts with the general management for consolidation.
- Preparation of weekly presentations.
- Registration of supplier invoices.
- Monitoring of workshop outstandings (vehicles awaiting repair).
- Monitoring the productivity and performance of companions (mechanics, sheet metal workers).
- Preparation of branch financial reports.
- Ensures the smooth running of store inventories.

CURRICULUM VITAE – BRIKI YAZID

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2005-2007

Chef de section livraison administratif :

Renault Algérie, Algiers (Algeria)

- Manage a team of seven agents.
- Ensures the smooth running of the registration file preparation process and respect of delivery deadlines.
- Analysis of recorded orders and vehicle stock available for monthly billing forecasts.
- Preparation and sending of sales statements by authorized Renault agents.
- Receipt and approval of commission invoices from authorized Renault agents.
- Management of agent appeals, and correction if necessary of errors on registration files.

2004-2005

Chargé de facturation véhicules neufs :

Renault Algérie, Algiers (Algeria)

- Ensures the application of the rates and promotions in force on each order file.
- Verification of the sales agent's commission calculation in each order file.
- Ensures the achievement of the monthly objective of global invoicing and by sales agents.

FORMATION

1999-2003

University Diploma of Science in Management Accounting Option

Faculty of Dely brahim (Algiers 3), Algiers (Algeria)

PERFECTIONNEMENT

2017-2019

Cours d'anglais

OC BMS, Ouargla (Algérie)