

PROFESSIONAL EXPERIENCES

Aout 2019 / Aout 2022 : Accountant and commercial manager in the company FACTORYTRADE

* Commercial SAGE
* Accounting SAGE

Octobre 2018 : Accountant in the company Eya plus (distribution of school & office supplies wholesale and retail)

* Entry of accounting entries (purchase and sale invoices, payments, receipts, Bank, Cash, etc.)
* Produce declarations: Monthly, Annual, Employer, CNSS, Provisional Installments, of Natural and Legal Persons, Declaration of IS and Declaration of IR.
* Record and control accounts receivable and accounts payable.
* Perform account reconciliations, bank reconciliations and the Balance Sheet.
* Monthly pay: entering the score, calculating pay, leave, bonus, payslips, etc.
* Pro-declaration invoice suspended from VAT (purchase order) each quarter.
* Follow-up & resolution of disputed invoices

Management of the commercial sector of the Company

* Monitoring and daily recovery of the cash register
* Monitoring of material inputs and outputs for stock reliability on the system

January 2018 : Accountant at “La Fiduciaire Comptable”, Grombalia

* Entry of accounting entries (Invoice Purchase, sale, payment, collection, Bank, Cash,….).
* Produce declarations: Monthly, Annual, Employer, CNSS, Provisional Installments, Natural and Legal Persons, Declaration of IS and Declaration of IR.
* Record and control accounts receivable and accounts payable.
* Perform account reconciliations, bank reconciliations and the Balance Sheet.

EDUCATION

Baccalaureate 2015

Accounting technician 2017

CRM

***Menjli Sabra***

PROFIL

Je recherche un poste enrichissant qui me permettrait de mettre à profit mes compétences et mes connaissances



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LANGUAGES

**Arabe **

**Anglais **

**Français **

COMPUTER SKILLS

* Office automation: office (Word, Excel, PowerPoint…)
* Software: SAGE Accounting - ok compta – Ciels Compta – Pro declaration- Payment.



QUALITIES

Responsibility

Teamwork

Flexibility

ACTIVITIES AND INTERESTS

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TRAINING AND INTERSHIPS

September 2017 –October 2017 : Internship in the company “ABC Audit” in the position of accounting assistant

December 2017 : Internship in the company “La Fiduciaire Comptable” in the position of accounting assistant

* Monthly pays : entry of the score, calculates pay, leave, bonus, payslips,etc.
* Payroll software : AdelFiPaie
* Practice Management Software
* Tax filing Software: AdelFiDecl
* Pro-declaration invoice suspended from VAT (purchase order) each quarter
* Auditing

