

✉ Ismail03.dfn@gmail.com
📅 29 years old
🏠 Adresse : Cité 540 logts
Birtouta Address : District
540 Housing Birtouta
🇩🇿 Algerian
📄 Driving licence
☎ +213 58839702
👤 Single

Assets

compassionnant and
teampayer

Easy going and Friendly

Sense of responsibility and
communication

Excellent interpersonal skills,
listening skills, good
presentation

Languages

English

Arabic

French

ISMAIL HADJ KADDOUR

Comptable d'entreprise

Work experience

01/2021

NOBEL MED
ALGER

Foreign Trade Officer

Mission entrusted :

- Monitoring the various developments and changes in the company's relationship with the suppliers with whom it does business.
- Responding to all emails received from various suppliers.
- Ensuring the follow-up of the various import operations carried out by the company.
- checkup of the various documents necessary for import operations.
- Preparation of all tax and banking documents necessary for import operations.
- Verifying the arrival of all required goods and entering them into inventory management software.
- Reporting various issues associated with the import process.

12/2018

NOBEL MED
ALGER

Accountant

Mission entrusted:

- The establishment of fiscal and parafiscal declarations.
- Monitoring all accounting and filing of accounting documents, respecting the company's accounting archiving procedure.
- Maintain the various accounting statements, auxiliary journals, general ledger, balance, etc..
- Analyzing accounts and completing the year-end and weekly balance sheet.
- Performing manual bank reconciliations.
- Analyzing the accounts Check the consistency of the accounting documents produced.
- Reporting all financial implications.
- Working in collaboration with the expert accountant.
- ensuring information reports

12/2014 - 09/2015

EATAH
ALGER

Accountant assistant

Mission entrusted :

- Tracking weekly expenses.
- Preparing weekly financial reports.
- Tracking payments made, whether cash or check

08/2016 - 03/2018

EPE RETELEM ex: SONATITE
Alger

Technical-Commercial

Mission entrusted :

- Executive within a national company specialized in developing business and telematics networks.
- mission entrusted:
- Preparing quotes and proforma invoices.
- Processing consultations and public tenders.
- Prospecting clients.
- proposing suitable solutions.

Computer skills

publisher

outlook

powerpoint

Excel

Word

Education

- 10/2011 - 06/2014 **University of Algiers 3**
Algiers, AL, Algeria
Bachelor's degree in finance and accounting
- 09/2014 - 06/2016 **University of Algiers 3**
Algiers, AL, Algeria
Master 2 Degree in financial administration

Additional education

- 2017 **National Institute of Production and Industrial Development-INPED**
Algiers, AL, Algeria
Project Management training certificate
- 2015 **BNA bank**
Algiers, AL, Algeria
internship
- Practical internship for a duration of (03) three months.
- 2016 **Accounting firm**
Algiers, AL, Algeria
internship
-Practical internship for the duration of (03) three months.