

**Mohamed BOURIAH**

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- Bookkeeping of the accounts in general accounting (IAS / IFRS system) and analytics.
- Assembly of the balance sheet: Collect, coordinate and verify the accounting data, the passage of closing entries (reserves stocks and customers, Inventories, bank reconciliation, Exchange rate differences.
- Elaboration of the balance sheet and the income statement (profit and loss account)

TAX SYSTEM

- Calculation and statement (declaration) of the taxes with payment spontaneous (VAT, TAP, AC / IBS, Payroll/ Deduction, etc.) and annual.
- Calculation and statement (declaration) of the national insurance contributions and other rights for social character.
- Fiscal assistance (Interlocutor in case of tax audit general or partial and Check of the accounting, the control over document or limited (punctual).) and writing of the administrative correspondences.
- Audit and fiscal optimization.

ACCOUNTING AND FINANCE AUDIT

- Good Control efficient procedures of control (reconciliation process and by checking).
- Reconciliation of current transactions and elaboration of a report which can direct the decisions.
- Control and Analyses of the Accounts and to make Regulates

SOCIAL

- **Staff management:** establishment of the pay, the social statements (declarations), the posting.

RESPONSIBLE FOR GENERAL ACCOUNTING

- Production and supervision of financial statements
- Responsible for the good application of accounting standards and for the fiscal regulations.
- Sense of the method and the organization, the faculties of analysis, managerial capacities, IT opening
- 18 years of experience(experiment) in the domains of the accounting; the pay; the tax system and the management

SUMMARIZE CAREER

- July 2020 to present: **Palmary Group _BIBILA SARL (Biscuit factory/Chocolate factory) - In Blida**
 - ✓ **Finance and Accounting Manager**
- In July, 2010 to 2020: **SOUMMAM** after with Group **LACTALIS (CELIA ALGERIE SARL)** (Dairy products)
 - ✓ **SENIOR ACCOUNTANT -TO BLIDA-ALGERIA**
- Mars to July, 2010: **PROGRAPHIC SARL** and **LIBERTEX** (Processing of Material Papers and supplies Printing office, Stationery Cardboard industry).
 - ✓ **Accountant and Management of the salary_ TO DAR EL BEIDA ALGIERS**
- 2009/2010: Group Secur: Secur Technologies Solutions and security systems of companies
 - ✓ **Accounts Officer and Fiscal Management. TO HYDRA ALGIERS**
- 2007/2009: Spa S.A.M.B.A-Filial Group International Lafarge in the sector of mines and deposits. -**TO DELY IBRAHIM-ALGIERS**
 - ✓ **SENIOR ACCOUNTS OFFICER**
- 2006/2007: Telematis Spa- Group Inter. SATEC In the sector of the electronics of networks and the Systems of telecommunications of company. **TO VAL HYDRA ALGIERS**
 - ✓ **Responsible Accounting of the Customers**
- 2003/2006: Cosider QUARRY Spa-Group Cosider
 - ✓ **Accounting executive and Financier; Manager of Store and in charge of the Invoicing-TO CHERAGA-ALGIERS**

➤ GRADUATES / TRAINING

✚ **Diplomas:** High-school degree- Sciences Economy and Management (1998, High school Merdji Mohamed-Blida-Algeria)/Bachelor's degree In Commercial Science with Option Accounting and Finance (2002, University of Blida-Algeria)

✚ Training:

- Study in New **System Accounting Finance** (Certificate Training Module in D.G.C- School INTEC to El-Biar-Algiers)
- Certificate of the Audit quality interns according to Ref. 19011 (standards) - I.S.G in Algiers. /Algeria
- Certificate of success in the computing (Win, WinWord, Excel, PowerPoint and Internet)

- Certificate of success: External auditor trainee (2011 To 2013) (Extracted from C.N.C to Algiers-Algeria)
- Certificate of Training In Tax System Applicable to Companies

■ IT SKILLS AND LANGUAGES

- ✚ **Master software job:** NAVISION ERP-MICROSOFT; ERP SAGE X3 V12; PC Compta; Stock DLGC; PC Paie; Oracle Application; Ciel and IntelliX iCom Commercial

- ✚ **Office Automation:** MSWord; MS Excel; MS Outlook; Clear Works and Power plays
- ✚ **Languages:** French man Professional Running (technique accounting)/Common Perfectible English
- **Diverse:** immediate Availability - Driving license B, C and E
- **Hobbies:** Sport: particularly soccer, basketball, swimming ... etc.