Accounting Assistant

02562-00 São Paulo · 5 à 10 ans d'expérience · Réf. 2501140658

Ma recherche

Contrat recherché : Tout contrat
Zone : Hauts-de-France
Mobilité : sur toute la région
Rémunération : a étudier
Secteur : Batiment

Formations

06/2014 — Bac +5 — University Economic Sciences and Management, El Manar, Tunis (FSEGT)
Master of Professional Accounting
06/2012 — Bac +3 — University Economic Sciences Management, El Manar, Tunis (FSEGT)
Accounting Management
06/2007 — High School Technical, Rades, Tunis
Bachelor of Economy and Management

Expériences professionnelles

08/2016 - 12/2017 — Accounting Assistant
Updated records in accounting Software to keep account totals correct and current: (Customer / Supplier / Expenses). Processed company documentation, such as invoices. Analysed financial information to identify discrepancies. Completed the general ledger with payroll entries. Reconciled all company accounts, (including credit cards and expenses) and supported analysis of balance sheets and income statements. Records in accounting software payments tax. Organize and carry out month-end, quarterly and year-end processes. Invoice and account: the supplier and customer and that of the freight forwarder using software Sage concerning transport costs, taxes, fees or commission and customs duties. Oversaw company accounts, bank reconciliations and payments. Processed company documentation, such as invoices and payment checks. Processed invoices and payments using accounting software. Prepared and submitted VAT returns ahead of deadlines. Performed data processing in MS Excel. Assisted tax accountants in preparing tax returns and financial statements: Prepared monthly and reconciliations.
09/2013 - 06/2014 — Accounting Assistant

Langues

Arabe (maternelle), Anglais (courant), Français (courant), Italien (courant), Portugais (courant), Espagnol (moyen)

Atouts

Communication, Critical thinking, Attention to detail, Organization, Office 365, Accounting analysis, Financial analysis, Accounting software, Data Entry

Loisirs

Géopolitique, Business, Finance, Logistique

Fiche anonyme — l'identité et les coordonnées du candidat sont communiquées aux recruteurs qui en font la demande sur pmebtp.com.