

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



Accounting assistant

Ma recherche

Je recherche tout type de contrat, sur toute la région Hauts-de-France, dans le Batiment.

Formations

06/2014 : Bac +5 à University Economic Sciences and Management, El Manar, Tunis (FSEGT)
Master of Professional Accounting

06/2012 : Bac +3 à University Economic Sciences Management, El Manar, Tunis (FSEGT)
Accounting Management

06/2007 : à High School Technical, Rades, Tunis
Bachelor of Economy and Management

Expériences professionnelles

08/2016 - 12/2017 :

Accounting Assistant chez Gesplanning Accounting Advisory sur São Paulo

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 chez North African International Transport Agency (anatim) sur Megrine

Langues

Arabe (Oral : maternelle / Ecrit : expérimenté), Anglais (Oral : courant / Ecrit : intermédiaire), Français (Oral : courant / Ecrit : intermédiaire), Italien (Oral : courant / Ecrit : intermédiaire), Portugais (Oral : courant / Ecrit : intermédiaire), Espagnol (Oral : moyen / Ecrit : débutant)

Centres d'intérêts

Géopolitique, Business, Finance, Logistique