



AKILA GOUMEZIANE

PROFIL

Nom	Akila Goumeziane
Langues	French, English, Arabic
Nationalité	Algerian
Situation familiale	Married (2 kids)

CONTACT

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SKILLS



HOBBIES



AKILA GOUMEZIANE

ABOUT

Organization skills - Listening and communication skills - Ability to adapt and work in a team.

EDUCATION

2007	Bachelor Degree in English Language and Literature University of Algiers 03 : Bouzéria
2001	Bac of Letters and Human Sciences Lycée Metkana - Beraki

EXPERIENCES

2016-2023

FARES GROUP LAW FIRM

Head of Administration

•Finance Manager :

- Supervise the company's accounting.
- Supervise the company's account and make an updated financial report.
- Establishing invoices and following up with foreign and Algerian clients.
- Follow up investments and negotiations with suppliers.
- Take care of payments to suppliers.
- Take care of the transfer of staff salaries.
- Responsible for banking operations.
- Define the current budget and report for a provisional budget.
- Manage and optimize cash flow.
- Checking the balance of budgets and validating decisions for the company's logistical purchases.
- Report payment delays by priority.

HR Manager:

- Advising operational staff: researching and studying CVs, organising interviews and participation during the meeting with the candidates.
- Preparation of contracts for employees
- Welcoming new candidates and organising meetings to explain company regulations of the company.
- Filing of employers' files.
- Follow up on attendance sheet, sick leave.
- Validation and preparation of holidays.

Administratif Manager:

- Managing the Director's agenda.
- Writing reports to the director.
- Manage the company's e-mail box, study and answer e-mails.
- Responsible for external relations with clients and embassies.
- Answering calls when we receive international calls
- Take care of messages on WhatsApp for clients on the shelf and for administration in general.
- Solve administrative problems of the day.
- Taking care of operations with various, tax, CNAS.
- Supervise the cleaning staff.
- Supervise staff on computer maintenance.
- Translation of documents (English - French - Arabic).

2012-2015

MT DISTRIBUTION

Administrative Assistant

- - Organisation of shipments.
- - Follow-up of the shipment of goods.
- Preparation of the customs clearance file and collection of the goods/packages from the DHL port/warehouse, EMS.
- Ensuring the human and material means for the unloading of the goods.
- Ensure the land transport of the goods.
- Ensure the storage of the goods.
- Follow-up of shipments.
- Drawing up order forms.
- Invoicing.
- Stock management.

2011

ETB T.C.E

assistante de direction

- Taking and screening calls.
- Receive visitors and customers.
- Filing documents.
- Managing administrative documents.
- Collecting the workbook.
- Participating in the opening of bids.
- Invoicing

2011

SCHOOL ABDERRAHMANE AHMIN
English Teacher

2009

BOMARE COMPANY
assistante administrative

- greet and direct visitors.
- manage telephone calls between the outside world and the hierarchy, and vice versa.
- receiving, writing and forwarding mail and e-mails.
- ensure the filing and archiving of the files entrusted to him/her.
- keep the diary of his/her department and his/her hierarchy up to date.
- organising meetings, conferences and other meetings.
- taking notes at meetings and writing up the minutes.