Nabil Hammoutene



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Profile:

I consider myself to be an ambitious, self-motivated and a tolerant person with liberal views. I am reliable, hard worker, flexible, enthusiastic and have good communication skills. I'm highly proactive, adaptable and conscientious professional. An articulate, diplomatic communicator and an effective team player. I consistently work to the highest professional standards and thrived when working as part of a team. Degree educated in Accounting, finance, business ethics,
economics and banking. I do have good analytical and problem-solving skills. I am highly organized and flexible and able to build effective business relationships across all functions. I'm also in the process of completing my ACCA professional qualification in Accounting, Finance.

Key Skills:

- Extensive knowledge in Microsoft Office.
- Knowledge various Accounting software the likes of Sage 50, Xero, Quickbooks and NetSuite.

Languages:

French, English, Spanish and Arabic: Fluent in writing, reading, and speaking.

Employment history:

Accounting and Administrative Analyst **March 2012- Present**
INMSA Real Estate Investments Company. Buenos Aires, Argentina

- Assist with the accounting registrations according to international IFRS regulations.
- Assist with the preparation of budgets and financial projections.
- Assist with Financial Planning.
- Assist with Investments Projections and Controls.
- Reconciliations of monthly / annual accounting accounts and closings.
- Assist with the implementation of accounting softwares and training of new personnel.
- Preparation of quarterly reports for investors and directors.
- Preparation / Preparation of financial statements (Balance, Income Statement, Cash Flow, investment reports).
- Preparation of financial reports for directors.
- Tax and profit/Lost forecasts and 1065 Forms preparation.

Freelance Financial Advising and Portfolio Management **June 2013- May 2017**
Algiers, Algeria & Buenos Aires, Argentina

- Analyzing information and preparing plans along with financial forecasts that suit individual clients' requirements
- Creating portfolio reports and analysis for clients' portfolio investments.
- Conducting in-depth reviews of clients' financial circumstances, current provision, and future aims
- Reviewing and responding to clients changing needs and financial circumstances.
- Help with the management of minor investments in EU/North American based stock markets.
- Preparing Financial reports
- Keeping clients up to date with news of new financial products or changes to legislation

Stock management and financial adviser **March 2014 - April 2017**
Pharmacy Hammoutene, Algiers, Algeria.

- Help manage the financial transactions of the Pharmacy (Billing, financial forecasts, and stock management).
- Monitoring of deliveries and stock quantities.
- Support the pharmacist with the use of computer accounting softwares and management techniques.
- Make and handle orders for medicines and cosmetic products

3i Communication Specialist Intern **June 2013- August 2013**
Richmond Hill, Toronto. Ontario, Canada.

- Attended and actively participated in training sessions and gained a thorough understanding of the financial and insurance industry
- Learned and gained experience in creating portfolio reports and analysis
- Learned to use a variety of software and tools for managing portfolios
- Researched and prepared analysis on financial products (e.g. individual vs. group RESPs)
- Assisted in the preparation of weekly financial news and market updates
- Audited client files to ensure trades and investments are in line with risk tolerance
- Learned and gained experience in creating proposals (e.g. budgeting, writing proposals, industry analysis)
- Participated in some sales and marketing activities (e.g. lead calls, cold calls)
- Learned about industry and legal compliance

Bookseller and Senior Barista **May 2012- September 2012**
Waterstones in Greenwich. London. United Kingdom.

- Assisted the manager run the coffee shop.
- Monitored the quality assurance of customer service.
- Successfully managed and leaded a team of six.
- Helped with books promotions and sales.

Accounts Assistant **October 2010- February 2012**
Dimension Data UK. London. United Kingdom

- Produced daily, weekly and monthly reports accurately and on time.
- Processed payments and documents such as invoices and credit notes.
- Helped with KPI forecasts for the branch.
- Retrieved system financial reports
- Helped with inventories of office supplies and equipment.
- Performed related work as assigned.
- Gained the ability to present financial data to management.
- Prepared and checked journals, balance sheets at period end.
- Entered, updated, and/or retrieved accounting data of financial transactions and updated customers accounts into NetSuite's cloud business management system.
- Reconciliation of Balance sheets.
- Helped with the filing and VAT (GST) receipts
- Dealt with customers' queries in regards to invoices and receipts.

Barista **May 2007- April 2012**
Costa Coffee. Greenwich. London. United Kingdom.

- Prepared coffee-based beverages.
- Dealt with the monitoring of the quality assurance of customer service.
- Successfully managed and leaded a team of four.
- Helped with the stock takes and orders

Stock management Assistant and seller: **June 2005- September 2007**
Pharmacie Hammoutene, Algiers. Algeria.

- Helped run and manage the Pharmacy's stock.
- Dealt with the monitoring of the deliveries and stock quantities.
- Successfully managed and leaded a team of four within the stock management.
- Helped with the stock take, orders and end of the year financial summaries.
- Managing stock rotation.

Education and Qualifications:

ACCA Professional qualification **March 2013- Present**
London School of Business and Finance. Toronto. Canada.

Post Graduate Diploma (PGDip) in Finance **September 2010- July 2012**
London Metropolitan University. London. United Kingdom.

BA (Hons) in Accounting and Finance **September 2007- June 2010**
The University of Greenwich. London. United Kingdom.

University Foundation Year Diploma in English Business, Economics, Accounting and Finance. **January 2007- August 2007**
Brittin College. London. United Kingdom.

Scientific Baccalaureate diploma. **September 2003-July 2004**
Mohammed Hadjeres High School. Algiers, Algeria

Interests:

I have played football for many years and take great pleasure in playing this sport. I enjoy spending time with my family, socializing with friends and enjoy life. I like travelling and I am very interested in different cultures and like listening to music.

REFERENCES AVAILABLE UPON REQUE