

# Meriem DJADI

## Financial Accounting Specialist

With over 10 years of experience in finance, insurance and accounting, skilled at managing funds and improving reconciliation processes. Demonstrates leadership skills in team management and is committed to enhancing efficiency and conducting risk analysis. Passionate about continual learning and improvement in banking, finance, insurance, as well as the accounting sector



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Meriem DJADI



Sponsored Visa:  
Immediate Availability

### SKILLS

Fast learning

Attention to details

Financial Reporting

Risk Management

Insurance Underwriting

Taxation

Auditing

### LANGUAGES

Arabic : Native

English : Professional

French : Professional

### SOFTWARE

Microsoft Excel

Microsoft Access

Microsoft PowerPoint

Saiku BI

QuickBooks

Tally

### EXPERIENCES

#### Financial Officer

##### #Algerian National Social Security Fund CNAS | Sept 2018

- Conducted bank reconciliations and ensured accuracy in financial transactions.
- Prepared comprehensive financial analyses and, facilitating informed decision-making.
- Oversaw Money Order and cash flow Service Management.
- Administered Delegation of Signature Authorities, maintaining a comprehensive register of signature delegations for all establishments under company guardianship.

#### FINANCIAL ACCOUNTANT

##### #IFRI International Trading | Sept 2016

- Prepared manual tax reports in accordance with regulatory guidelines.
- Calculated salary wages.
- Oversaw procurement and expenses.
- Tracked payments by projects.

#### ADMINISTRATIVE ACCOUNTANT

##### #Algero-chinese plastic | OCT-2013

- Managed invoices, ensuring accuracy and timely processing.
- Handled client communication, maintaining positive relationships and addressing inquiries promptly.
- Coordinated product receptions, overseeing inventory management processes.
- Led all administrative procedures, ensuring compliance and efficiency.

### EDUCATION

Master's degree, Management of social  
protection information systems 2016-2018

High School of Social Security

Bachelor's degree, management Sciences spt  
accounting 2009-2012

University of science, M'Hamed Bougara  
University Bumerdes