

PROFILE

Seeking a challenging rewarding position with an organization in an environment that utilizes experience and provides opportunities for growth. Handle customer concerns and react quickly, logging and notifying proper areas.

HICHRI KHAWLA



Accounting Assistant and Customer service Representative

EDUCATION

Applied License in economics-2018-june

- Speciality: finance and international trade

Faculty of Economics and Management of Sousse FSEGS

BTS Senior technician patent –2016-june

- Speciality; accounting and finance

Business School of Sousse BSS

Baccalaureate-2012-june

- Speciality; economy and management

School el Manar of Kasserine

SKILLS

Excellent communications, organized, calm, ambitious



Commercial management, sales technical, basic telephone skills, inventory management



Computer tools : PO, word, excel, Outlook, power point, Ai-compta, Ai pay



Management accounting and finance, reporting, analyst, syntese



LANGUAGES

 C2
  B1
  B2

INTERESTS CENTER

Traveling, reading, new, sports, cooking

PROFESSIONAL SKILLS

Accounting Assistant- Automotive Maintenance Product Manufacturing Company

- Manage accounts receivable
- Collection payments, down payments
- Keeping of accounting books
- Manage customer relationship management
- Prepare tax declarations, National Social Security Fund

Accounting Assistant- Citroën Agency

- Manage the accounts of customers and suppliers
- Feed the personnel management entered leave, absence
- Inventory management, Welcome and customer advice
- Managing calls and write request customers

Customer Advisor-Home Sweet Home

- Respond of to customers request
- Guide customers to navigate store

Accounting Assistant –accounting and audit assistance

- Mastery of Ai-Compta and Ai-payroll software
- Mastery of accounting operations (purchases, sales, salary, banking)
- Perform lettering and bank reconciliation
- Establish and carry out tax and social declarations

Internships-Accounting Office and Auditors-accounting assistant 1 month

- Manage operations accounting

Internships-Accounting Office and Auditors-accounting assistant 2 months

- Payments in cash and by regimēt’s of checks
- Customers service and banking products

Internships of End Studies Project-Maritime Agency 3 months

- Topic: the importance of maritime transport in international trade



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