


## Khaoula Soltani

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### SUMMARY

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- Bilingual (French and English) Financial professional with over 8 years of experience in finance, accounting, and investment.
- Possess keen understanding of financial reporting, planning, accounting analytics, risk management billing, management fees, income tax, tax return, cash management, auditing, reconciliations, and project management.
- Excellent analytical and organizational skills and attention to details.
- Leadership, training and documenting and supporting the financial reporting.
- Problem Solving and Reasoning, Strategic thinking, Decision- making, Time- management and deadline orientation.
- Accounting Skills (General Ledger & Accounts payable) in accordance with generally accepted accounting principles (GAAP)
- Knowledge about budgeting, forecasting and payroll.
- Very Fluent in French and English.
- CFA level 1 candidate.

#### COMPUTER AND SOFTWARE SKILLS:

- Microsoft office (Power Point, Excel Word, and PDF).
  - User Acceptance Testing (UAT).
  - Citrix, Salesforce, SAP, Power-Bi-Sage.
  - Bloomberg, Eagle Investment
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### CAREER DETAILS

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#### **CBC/Radio Canada (Ottawa)**

**Feb 2023- Now**

##### **Treasury Analyst**

- Prepares daily cash forecast, Journal entries and documents monthly bank reconciliations, Bank Fees, and budgeting.
- Administers complex processes dealing with payment issues such as stop payments and authorizations to replace cheques.
- Examines financial reports, logs, reports to identify errors discrepancies and takes necessary action.
- Adapts spreadsheet and/or database to changing requirements; provides advice and guidance to users.
- Processes and maintains the documentation for complex administrative processes such as the certificate of insurance requests and insurance claims files
- Provide policies and procedures interpretation and/or clarification to employees and/or clients, verify accounting documents, analyze financial information, and prepare statistical data and preliminary financial information.
- Assist in the design of research projects, compile data, develop and create the appropriate statistical tables, manipulate the data, and design charts, graphs, and tables.
- Provide training on insurance and claim related applications and Coordinate functions on behalf of the department.

#### **Alterna Savings (Ottawa)**

**June 2020-Feb 2023**

##### **Treasury Analyst**

- Responsible for funding and liquidity analysis; derivative and investment; assisted with portfolio management financial reporting; maintenance of interest rates; cash management analysis; booking relevant transactions in the accounting system and other related duties.
- Gathered relevant financial data and prepared cash flow current position and forecast.
- Evaluated and compared the accuracy of the results and investigate any discrepancies.
- Analyzed and provided recommended actions to reduce risk and meet liquidity requirements.
- Gathered and analyzed financial data to calculate monthly accrued interest on hedging transactions and mark to market value on financial instruments.

- Prepared derivative and investment day-to-day and month-end journal entries.
- Prepared monthly reconciliation to ensure the accuracy and completeness of journal entries.
- Assisted in the preparation of the monthly ALCO reporting package.

**Capital Group (Geneva)**

September 2019-March 2020

**Global finance services senior associate**

- Calculated management fees, interpreted, and applied client legal documentation (Investment Management Agreements & Fee letters) appropriately to fee calculation scenarios.
- Appropriately adjusted the calculations to reflect new or discontinued discounts, new accounts, aggregation, and termination including any custom methodology noted in the IMA's.
- Instructed and calculated retrocessions & rebates, debit of shares and unit redemptions on the clients' accounts, coordinating the activity with various fund platform teams.
- Manually reviewed daily feeds on market values, index results, client information, FX rates to resolve transactions that don't meet appropriate criteria.
- Processed and analyzed invoices and expense reports to ensure appropriate approvals in accordance with authorization guidelines and route reports and approvals using the AP Approval System as needed.

**Fidelity Investment (Tunisia)**

April 2013- August 2015

**Investment & fund accounting analyst**

- Product control, Cash/Stock Management and Settlements on various Asset Classes.
- Managed, examined, and interpreted average of 70 accounts records, compiled financial information and reconciled reports and financial data.
- Managed the cash entries to reflect products including Equities Derivatives and Fixed Income, keying FX Operations, Trades, and settlement workflow as well as investigating discrepancies and resolving breaks issues for the same.
- Pre-NAV sign off analysis of instruments impact such as Derivatives and Bonds.
- Ensured timely processing of daily income, trades, and accruals for money market fund.
- Performed computation and completed risk reports.
- Collaborated and served as key information resource to the UK corporate actions area group.
- Maintained excellent coordination with internal stakeholders, brokers, custodian banks and counterparties.
- Selected as a corporate action team champion who ensured the drop of the high outstanding corporate actions cash breaks and realized fantastic stats for the department from 500 cash breaks to average of 60 per week.

**Fidelity Investment (Tunisia)**

April 2011- April 2013

**Financial associate**

- supervised 13 new employees certified as "well trained."
- Validated the testing for the enhancements to the internal customer operations system (AS400 and XTRAC) by using User Acceptance Testing (UAT) software.
- Managed workflow and resources to consistently meet service standards even under pressure situations.
- As an SME provided support on escalated cases and handled service recovery situations and supervisory calls
- Maintained and streamlined Standard Operating Procedures as per changing business requirements to prevent any fall-outs.
- Represented the team on project and propositional initiatives, provided subject matter expertise and ensured operational readiness activities are completed to ensure a smooth transition from project to business-as-usual processing.

**EDUCATION**

- Oct. 2009- July 2010: Master of Science in Economics, Business and Management at the Mediterranean Agronomic Institute of Chania (MAICH)—Crete-Greece. [www.maich.gr](http://www.maich.gr)
- July 2005- July 2009: Bachelor's Degree in finance at the Economics and Commercial Sciences University of Tunisia (ESSEC) [www.essect.rnu.tn](http://www.essect.rnu.tn)
- Advanced excel training certificate from Advancia: [www.advancia-training.com/Fr/](http://www.advancia-training.com/Fr/)

**AWARDS AND RECOGNITION**

- December 2011: best team processor in the high-volume ISA season with the lowest error rate.
- April 2013: Award of recognition for training the new re-registration and transfers badge of 13 joiners.
- December 2014: Award of corporate action champion for reaching the lowest outstanding items of corporate action team for 5 years.