

MERIEM NOURINE

Finance Clerk

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PROFESSIONAL SUMMARY

A Bilingual and experienced financier with more than 14 years in the field of Administration and Finance. My leadership promoted teamwork and cross-functional collaboration, with a keen eye for detail, and problem-solving ability. Demonstrated adaptability to unexpected challenges and dynamic marketplace. Ability to manage multiple projects simultaneously with a high degree of accuracy.

AREAS OF EXPERTISE

- Strong Communication Skills.
- Experience with SAP.
- Financial Analysis.
- Ability to identify priorities.
- High versatility.
- Team Work.
- Organized and attention to detail.
- Great administrative writing skills.
- Leadership and Management skills.

KEY ACHIEVEMENTS

- Drove and led several projects which reduced invoices processing time by 40%
- Achieved the paid-on-time target to 92% by reducing the supplier's complaint
- Ensured 100% compliance with financial regulations and audit requirements.
- Managed to collect and develop a large structured database containing over 40,000 lines of various financial data.

PROFESSIONAL EXPERIENCE

Finance Clerk

Dec 2011 – Nov 2023

SANOFI ALGERIA, Algiers, Algeria.

- Received, verified, and process invoices and payment documents.
- Managed data entry for invoices and the weekly payment run.
- Maintained accounts receivable, payable, and the general ledger.
- Investigated and resolving any enquiries related to outstanding invoices.
- Recorded expenses to accounts via accounting software SAP.
- Managed the use of a document management system (digital and paper-based) to ensure efficient retrieval of admin information and maintenance safety of records.
- Conducted internal audits by verifying and analyzing processed entries and comparing related system reports.
- Ensured transactions comply with financial policies and procedures.
- Facilitated Liaised Corporate Finance and Procurement Services Personnel.
- Supervised and trained interns and other new employee.
- Provided year-end audit support to auditor questions and requests.

Treasury Clerk**Jan 2011 – Nov 2011**

SANOFI ALGERIA, Algiers, Algeria.

- Recorded banking transactions on a weekly basis from various bank interfaces.
- Reviewed monthly bank reconciliations.
- Performed on a monthly basis the reconciliation of payment issues by electronic transfer and Cheque.
- Provided payment advice and to internal departments.
- Tracked dashboard of: Documentary remittance, Letters of Credit...
- Participated in the planning of the monthly and annual closing.

Administrative Agent**Feb 2009– Dec 2010**

SANOFI ALGERIA, Algiers, Algeria.

- Maintained a filing system for financial documents and ensure confidentiality.
- Developed close working relationships with supplier personnel to ensure timely resolution of conflicts, item substitutions, backorders, and recalls.
- Constituted of the bundles for the accounting team.
- Filing and organizing record.
- Scanned and uploaded of required documents.
- Responded to questions and inquiries, whether in person or on the telephone.
- Coordinated and scheduled internal and external meetings, appointments and team social events.
- Worked collaboratively with other team members and leadership.
- Completed monthly and quarterly activity reports.

EDUCATION

University Degree in Economic Science - Business Management.**June 2008**

University of Algiers, Algiers, Algeria

- Recognized by World Education Service Canada as a Bachelor's degree (four years).

LANGUAGES

- English.
- French.
- Arabic.