

Safia Farsi

Nepean- ON

Phone: 613- 854 – 5088 | Email: Farsi.safia@gmail.com | [LinkedIn](#)

PROFESSIONAL SUMMARY

- Bilingual (French & English) professional with 14+ years of experience in administration and a strong foundation in data accuracy and record maintenance.
- Proven ability to manage complex processes and communicate effectively
- Proficient in data entry with a high level of accuracy and experience in maintaining accurate financial records.
- Excellent written and verbal communication skills with a proven ability to explain complex information clearly and concisely.
- Significant experience in providing exceptional customer service with a commitment to resolving inquiries efficiently and professionally.
- Highly organized and detail-oriented with a strong ability to prioritize tasks and meet strict deadlines.
- Proficient in Microsoft Office Suite (Excel, Word, PowerPoint, Outlook).

WORK EXPERIENCE

Finance And Operations Officer

2017- 2024

ANEP-SPA, Algiers- Algeria

- Managed daily financial transactions, ensuring accuracy and compliance with regulations.
- Maintained meticulous records and ensured proper bookkeeping practices.
- Prepared and validated bank reconciliation statements, prepared monthly tax returns, and developed insightful financial dashboards to support decision-making.
- Managed cash flow, budgeting, and financial forecasting to ensure optimal financial health.
- Assisted the Financial Director with reporting and responding to departmental inquiries, fostering strong teamwork and communication.

Collections Officer

2016 - 2017

ANEP-SPA, Algiers- Algeria

- Coordinated and oversaw the activities of debt collection agents to ensure efficient recovery of outstanding debts.
- Implemented a structured schedule for debt collection activities to improve efficiency and productivity.
- Established performance metrics and standards for debt collection agents to measure and enhance their effectiveness.
- Prepared and sent reminder letters to delinquent customers to encourage timely payment.
- Prepared detailed recovery reports to inform senior leadership about the progress and results of debt collection efforts.

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Financial Mathematics and Statistics University Teacher

2012 –2016

Algiers University - Economics Faculty, Algiers

- Led practical sessions where students applied theoretical concepts to real-world financial problems.
- Provided academic guidance and support to students, fostering their understanding of financial mathematics and statistics.
- Evaluated student performance through regular assessments and provided constructive feedback to aid their learning.

Accountant

2009 – 2016

ANEP-SPA, Algiers- Algeria

- Maintained accurate and up-to-date financial records.
- Maintained a filing system for financial documents and ensure confidentiality.
- Received, verified and process invoices and payment documents.
- Processed financial transactions, including transfer orders and checks.
- Prepared and analyzed bank reconciliation statements to ensure accuracy.
- Ensured compliance with tax regulations by preparing and filing monthly tax returns.

EDUCATION

Masters in Management Science, Major: Management

2011

Algiers Business School

Bachelors in Business and Finance, Major: Finance

2007

Algiers Business School

REFERENCES

References available upon request.