



ABDELMOULA Meriem
Tunisian, Single
07/11/1995 (22 years)
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SKILLS

- Manage projects.
- Motivate team's member.
- Properly allocate financial resources.

Arabic: Mother tongue
French: Fluent
English: Good

-Computer and Communication Skills:
Word, power point, excel, access,
publisher, internet.

- Knowledge: Finance, Accounting and
fundamental in Marketing, Management
and human resources.

FORMATION

2014-2017 : **Fundamental license in management sciences, specialty finance.**
High Institute of management (ISG)

2014 : **BAC experimental science**, honours.
High school el Omran

PROFESSIONAL EXPERIENCE

July 2016

TUNTEX ZARA summer internship in **Revenues Control**

- Observed tasks:
 - Daily dashboard development.
 - Communications with customers to recover the unpaid checks.
 - writing and sends attestation of regularization of unpaid checks.
 - Preparation of the vouchers at the request.
 - Communication with the cashiers to check spreads.
 - Follow-up of the turnover compared to the commercial software CEGID.
 - Fund management charge to cover administrative costs.

- Performed tasks:
 - Audit of revenue cash
 - Checking income by Check
 - Verification of receipts by credit cards
 - Follow-up of the different types of the vouchers
 - Follow-up unpaid checks
 - Follow-up revenue generated.
 - Daily bank reconciliation
 - Seizure of accounting revenue

August 2015

ATB agency el Omrane summer internship

- Observation, seizure of checks, classification of accounting days, opening of accounts and intelligence customers.

Activities

Observer member in the Junior Chamber International, (JCI) belvedere (2017)

Event and Protocol Manager of the ISG UP club (2016-2017)

- Manage projects.
- Establish the necessary budget for each event.
- Motivate and manage the work teams.

Co-Chief project: Training on the 2nd edition BVMT.

Participation in communication and organization of a visit to the Museum of the currency.

Active member in the Club ISG UP (2015-2016)

Co-Chief project: Training on the BVMT 1st edition.

Participation in the communication and organization of: Photoshop Cs3 training, Forex training, Days of orientation and studies abroad.