

Nawal Mechaalany

OBJECTIVE

SEEKING A CHALLENGING AND STIMULATING POSITION IN AN ORGANIZATION WHERE I WILL BE ABLE TO CONTRIBUTE TO THE DEVELOPMENT OF OTHERS AND TO WORK FURTHER ON MY OWN DEVELOPMENT.

EDUCATION

- ☐ Institute notre dame de la Consolata - Tanail 2015
High technical school (LT) Review and Experience in Accounting
- ☐ Institutue notre dame de la cosolata - Tanail 2014
High technical school (TS) Review and Experience In Accounting

EXPERIENCE & CERTIFICATE

- Nov 2024 – Feb 2025 Accounting Skaff Dairy Farm
- 2023 – July 2024 Accounting Est Razzouk For Trading and Industry
- 2022 – 2023 Organise Files – Lawyer
- 2014 – 2021 Accounting Est Sapcoil S.A.R.L

Maintain a database of the financial element of the grant (general ledger/ database extract, and general financial budget follow-up reports), Budgeting and accounting experience. Manage all accounting transaction on daily basis, Data entry. Handle monthly, quarterly, & annual closings. Reconcile accounts payable and receivables and balance sheets. Ensure timely bank, & supplier's payments. maintain accurate inventory and conduct stock counts when needed.

- Internship 2 month Audit Company
- 2005- 2013 Secretary & Organize files – Lawyer

LANGUAGES

Arabic Mother language

English Good speaker and writer French Good speaker and writer

COMPUTER SKILLS:

Ability to use the Odoo , Orient, Soft Plus, Hxa.

Excellent Knowledge of Microsoft Office (Word, Excel, PowerPoint, Access) and Internet search.

ABILITIES

- ☐ Strong ability to organize work, meet deadlines, maintain composure, prioritize work under pressure, coordinate multiple tasks
- ☐ Positive and professional attitude, including ability to lead and work well in a team setting. and maintain attention to detail.
- ☐ Knowledge, skills and experience in participatory methods of community development and mobilization.
- ☐ Excellent interpersonal and problem-solving skills, creativity and flexibility. Demonstrated ability to quickly learn technical concepts. Have self-initiative and able to work independently