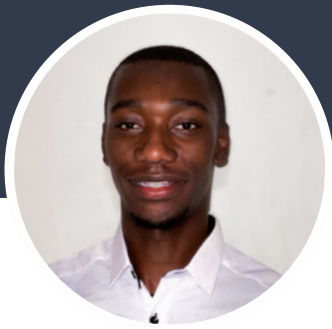




LARBAOUI AYOUB

ACCOUNTING AND FINANCIAL OFFICER

CONTACT

- +213-672-619-532
- larbaoui.ayoub32@gmail.com
- Timimoun, Algeria
- Driver's license
- <https://www.linkedin.com/in/larbaoui-ayoub/>

SKILLS

- Accounting software: Sage, QuickBooks
- MS Office (Excel, Word & PowerPoint)
- IAS / IFRS & ISA Standards
- Accrual accounting & reconciliations
- Analytical skills
- Attention to detail
- Team collaboration
- Emotional intelligence

LANGUAGE

- English (Upper-Intermediate)
- French (Upper-Intermediate)
- Arabic (Fluent)
- Tamazight (Fluent)

HOBBIES

- Reading
- voyage
- Sport

ACTIVITIES

- Member of the HR and IR, Elite Association.
- HR Member, Absher Group.



PROFESSIONAL PROFILE

Motivated and detail-oriented finance and accounting professional with solid experience in accounting, financial reporting, external audit, analysis, reconciliations, and bookkeeping.

Proficiency in financial software, with a strong understanding of accounting and financial principles. Ability to support senior finance teams, streamline financial processes, and ensure regulatory compliance.



EXPERIENCES

FINANCIAL AND ACCOUNTING OFFICER 01/2025 - PRESENT Subsidiary of SONATRACH - SPA ENGCB (In Amenas, Illizi)

- Participated in month-end closing activities, including reconciliation of accounts payable and balance sheet accounts.
- Monitored invoice receipt and processing through internal financial systems, ensuring timely and accurate validation.
- Processed invoices, purchase orders, and payment requests by verifying accuracy and ensuring compliance with internal procedures.
- Maintained high accuracy in payment processing, ensuring no missing or delayed payments
- Investigated and reprocessed rejected or returned payments, including handling urgent and off-cycle transactions
- Verified and validated payment data to ensure completeness and compliance with internal procedures
- Managed a high volume of global payment-related queries, providing timely and structured responses
- Performed ledger reviews and account reconciliations to ensure accuracy of financial records
- Utilized accounting systems and digital tools to manage financial operations efficiently

FINANCIAL AUDITOR AND ACCOUNTANT 02/2024-12/2024 Audit Firm HAP (Hydra, Algeria)

- Participation in multiple legal audit missions with various clients.
- Interpretation of laws, principles and completion of audit work papers.
- Performs careful documentation of audit tests and results.
- Collaboration with the audit team to identify and assess risks.
- Reconciliation of bank statements, G50 tax declarations, and CNAS.
- Monitoring audit procedures to ensure regulatory compliance.
- Review and adjustment of financial statements in accordance with audit findings.
- Review of accounting and payroll expenses.
- Attend monthly closings of various clients' accounts.



EDUCATION

- Master's Degree in Finance and Accounting** 2021-2024
Higher School of Commercial Studies (HEC Ex INC) Kolea, Algeria
- Preparatory program in business school** 2019-2021
Higher School of Commerce (ESC) Kolea, Algeria
- Baccalaureate, scientific stream** 2018-2019
Rating: Excellent.