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**Profile University Business Administration Baccalaureate – Medal of Excellence**

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- Leadership/Advisory Role.
- 10 years' experience in full-cycle accounting, budgeting, financial analysis, consolidation, and general administration.
- Robotics, PlayStation (Super Mario, Dark Cloud, Tomb Raider, Harry Potter, Tekken4, Dragon Ball Z, Lord of the Rings), AI-Tools passionate, Disney Movies and Mangas Fan, Painting and Singing.
- Bilingual. Strong written and oral communication skills in English, French and Wolof. Also, some Spanish and Arabic.
- Computer programs skills: Microsoft Office 365 including PowerPivot, pivot-tables, VLOOKUP's, SharePoint, Skype, Yammer, dashboards, SAP, Ariba, Oracle, Dynacom, Citrix, Wideorbit, MicroStrategy, GL wand, Slack, Facebook.

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**On field Experience**

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**Accounting Analyst**

*November 2021 – August 2022*

*Les Pros (Paternity leave)*

Full-cycle accounting of the organization and statements analysis (Sales transfers, journal entries including inventory, foreign exchange accruals and other accruals, prepaid, payroll, banking, commissions, expense claims, GL analysis, balance sheet reconciliations, bank reconciliations, monthly tax remittances, adjustment entries, cash flow monitoring, responsible for accounts payables and receivables, financial statements preparation and analysis versus budget and other)

**Financial Analyst**

*March 2020 – August 2020*

*Hypertec Montreal – Finance team (Parental leave)*

- Led examination of weekly and monthly financial results by analyzing variances and fundamental causes versus annual budget. Compared to prior periods, capex.
- Led the month-end and quarter-end close of the infrastructure companies, review the financial statements.
- Led the budgets preparation and financial forecasts of their respective departments, and follow-up to explain monthly variances.
- Led the standardizing the PO-GR-Invoice process.

**Senior Financial Analyst**

*March 2019 – November 2019*

*Canada Bread – Supply Chain Finance*

- Examined weekly and monthly financial results by analyzing variances and fundamental causes versus annual budget. Compared to prior periods, prior years and other KPIs.
- Led the preparation of periodic journal entries, accruals, productivity tracker, capex.
- Communicated results to the business units and leaders of Logistics and Finance every period and
- Worked closely with the key actors of the organization by providing a financial analysis of new projects (business cases, logistics costs determination for cost analysis), continuous process improvement and Capex investments.
- Led the budgetary process for the logistics team and weekly update of forecast.
- In charge of the development, creation and maintenance of information database and standard reports.
- Developed financial acumen of the logistics team, MD&A etc.

**Senior Financial Analyst**

*January 2018 – October 2018*

*Loblaw Inc - Winnipeg Shared Services \_ Franchise Processing and Reconciliations – Led/Managed the team*

- Organized new team (created folders, trackers, assigned tasks etc.).
- Project problem diagnosis, solution development and recommendation to implicated stakeholders when it comes to increasing efficiency and improving processes (entries and reconciliations).
- Facilitated decision making and documentation (find problem and its source by breaking down to the tiniest detail, gather information from different teams for the analysis, document all for easy reference, book brainstorming session, navigate meeting, settle on a decision, and action steps, implement and follow-up\_ Gift card reconciliations).
- Managed team of financial analysts.
- Reviewed and posted journal entries from my team of financial analysts and coordinators.
- Reviewed and approved assets, liabilities, and equity reconciliations from my team.
- Handled the Ariba project (Expenses accruals \_rollout for corporate stores), Generated reports and PO/GR analysis for seniors.

**Senior Financial Analyst**

*February 2016 – December*

*2017 Loblaw Inc - Winnipeg Shared Services \_ Franchise Reporting and Analysis*

- FA tasks + bank reconciliations.
- Project problems diagnosis, solution development and recommendation (NRA project).

- Mapped all GL accounts from old Proviso accounting system to SAP.
- Initiated and implemented a process improvement project that reduced customer service issues.
- Supervised FA for the Proviso Banner to ensure accuracy of reporting and financial statements.
- Mentored financial analysts and coordinators and helped them improve performance and get promoted.
- Participated in several committees' projects where I delivered outstanding input.
- Led the newsletter committee and a couple of office/fundraising events (budgeting and forecasts).
- Organized and led weekly building huddles and team meetings.
- Spear-headed projects constantly found, recommended, and implemented process improvements initiatives and internal controls (automation of reconciliations using macros and excel formulas like VLOOKUP).
- Created training manuals, checklists, trackers and job aids for stores' managers and colleagues.
- Facilitated the SAP Finance Module course to store owners and bookkeepers (groups of 90 people).
- Maintained Master Rec checklist and follow-ups.

**Bilingual Financial Analyst / Retail accountant**

*August 2015 – January 2016*

*Loblaws Inc - Franchise Reporting and Analysis*

- Agent of change during work transition from head office and SAP implementation, coached/trained colleagues to transitioned work to reach goals.
- Performed period end close activities including journal entries preparations/uploads/review, balance sheet accounts reconciliations & in-depth analysis including trend analysis.
- Reports generation from MicroStrategy.
- Performed Profit & Loss statements reviews and monitoring, balance sheet reviews, auditing, P&L analysis reporting to seniors.
- Prepared and reviewed overly complex balance sheet accounts reconciliations. Analyzed management variance reports and presented them periodically to seniors.
- Day-to-day problem-solving with store inquiries over the phone, in person and by e-mail (payroll, CRA, bookkeeping, AP, AR, bank statements issues etc.)
- Exceptionally good at researching and finding issues and resolving them leveraging the go-to people, made recommendations that were implemented.
- Translated communications and training materials from English to French and vice-versa.
- Prepared franchisees year-end tax packages and created a step-step job aid on how to prepare the tax packages for colleagues.

**Bilingual Accounting Clerk**

*October 2012 – August 2015*

*Government of Manitoba – (Winnipeg, Manitoba)*

- Received, opened, sorted, and filed mail (tickets), investigated errors/discrepancies, and returned when necessary.
- Cashier-related duties including processing payments from clients on Con System, cashing-out and reconciling receipts.

**Bilingual Receptionist**

*March 2012 – September 2012*

*Government of Manitoba – Bilingual Service Centre (Winnipeg, Manitoba)*

**Bilingual Executive Assistant to the Executive Director**

*May 2011 – March*

*2012 Government of Manitoba - Francophone Affairs Secretariat (Winnipeg, Manitoba)*

**Vice-president of finance**

*April – November 2011*

*Saint-Boniface University Student Union (Winnipeg, Manitoba)*

**Co-op training: Receptionist HI Downtown (Winnipeg, Manitoba)**

*May – June 2010*

**Co-op training: Accountant and Executive Assistant**

*March – June 2008*

*Fudiciaire Freedom for Consulting (Law Firm) and Prima Technologie (Marrakech, Morocco)*

**Education and training**

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**COVERALL Cleaning Franchisee Owner training**

*2018*

**Bachelors in business administration (Major in accounting) – Medal of excellence**

*2011 – 2014*

*Saint-Boniface University / University of Manitoba, Winnipeg, Manitoba*

**Business Administration Diploma in accounting (Honours)**

*2009 – 2011*

*Saint-Boniface University (École Technique et Professionnelle), Winnipeg, Manitoba*

**Management of organizations (Honours)**

*2007 – 2008*

*Marrakech, Morocco*

**High School Diploma - Maths/Physics Major, Minor in Literature, Sports, and Natural sciences (Honours)**

*2006 – 2007*

## ANNEX

### Other work experience and professional skills

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<b>COGECO MEDIA (Station Rythm FM) – Financial Analyst</b>	<i>October-December 2018</i>
<b>Tenant Representative – Residential Tenancies Branch Manitoba Government</b>	<i>November 2015-2018</i>
<ul style="list-style-type: none"><li>Sat on a panel, heard parties and made decisions based on facts/evidence with respect to the Residential Tenancies Branch Acts and Regulations.</li></ul>	
<b>Home Renovations painting sales representative (Marketing Door-to-Door)</b>	<i>2014-2015</i>
<b>Interpreter with CANTALK Canada (from home - casual)</b>	<i>December 2010-present</i>
<ul style="list-style-type: none"><li>Perform interpretation over the phone from French/Wolof to English and vice-versa.</li></ul>	
<b>Marker/grader and Assistant to the professor – Management and Organization’s theory course</b>	<i>2014-June 2015</i>
<i>Saint-Boniface University – Faculty of administration and professional studies (Winnipeg, Manitoba)</i>	
<ul style="list-style-type: none"><li>Supervise students during exams and correct their copies (study cases, exams), discuss about study related issues with certain students and help find solutions to improve grades.</li></ul>	
<b>Tutor – Management sciences course</b>	<i>Winter 2014</i>
<i>Saint-Boniface University – Faculty of administration and professional studies (Winnipeg, Manitoba)</i>	
<ul style="list-style-type: none"><li>Mentored the students for the course, supervised them in class during tutoring, followed-up on exercises/absences, discussed improvements with Professor, analyzed students’ understanding issues and created a study plan for students to follow so they can improve their grade and understand the link between the course and business administration and how it applies to the workplace.</li></ul>	
<b>Tax Helper – Helped students of the university to make their tax declarations online and paper</b>	<i>2014-2015</i>
<b>Coordinator at the <i>Université de Saint-Boniface (USB) International Centre</i></b>	<i>August 2010-March 2012</i>
<ul style="list-style-type: none"><li>Managed a team of 4 welcoming agents for international students.</li><li>Supervised the welcoming agents to make sure that they do the work as needed and drafted reports.</li></ul>	
<b>Francophone Commissioner with the Canadian Federation of Student</b>	<i>June 2010-June 2011</i>
<ul style="list-style-type: none"><li>Stood for the francophone community of students in Manitoba.</li><li>Assured the liaison between the Canadian Federation and all the other locals and made reports.</li><li>Participated in the elaboration of an operational plan, in demonstrations and promoted activities and events in the French students’ community etc.</li></ul>	
<b>International Students Representative of the USB Student Union</b>	<i>October 2009-April 2011</i>
<ul style="list-style-type: none"><li>Represented international students of Saint-Boniface University.</li><li>Defended international student rights.</li><li>Listened to international student problems, provided reassurance and tried to find solutions.</li><li>Participated in the planning of operational plans and sat in many committees/boards.</li><li>Promoted activities in the University.</li></ul>	
<b>Residence Advisor with the USB Housing Office</b>	<i>December 2009-June 2011</i>
<ul style="list-style-type: none"><li>Negotiated differences and assured regulations were respected.</li><li>Promoted a healthy, friendly and peaceful environment.</li><li>Made reports and delivered mail.</li><li>Promoted activities of the university and convinced students to come.</li><li>Participated in the housing office’s meetings and in the decision-making process.</li></ul>	
<b>Student Ambassador with the USB International Office</b>	<i>August 2009-March 2010</i>
<ul style="list-style-type: none"><li>Received international students and helped them integrate the French community.</li><li>Kept good relations with supervisors and students.</li></ul>	
<b>Chief supervisor, interpreter, and performer at the <i>festival du voyageur</i></b>	<i>Feb. 2010 and Feb. 2011</i>
<ul style="list-style-type: none"><li>Managed a team of two performers and groups of fifteen to forty children.</li></ul>	
<b>Call centre agent at Dataprobe and CANTALK Canada</b>	<i>June 2009-december 2010</i>
<ul style="list-style-type: none"><li>Called people and encouraged them to take surveys on the phone and/or make appointments.</li></ul>	

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**Voluntary work**


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- Volunteer at Jewish General Hospital 2018. Caregiver.
- Team Lead – Liberal Party Door-to-Door promoter 2018
- Treasurer and Event Organizer at the Muslim Student Union of St-Boniface University (2009-2012). Leader.
- Ad Campaign manager and Facebook Page Manager – Muslim Student Union of Saint-Boniface University. Leader.
- Festival AFRIK'2010 (organization, supervision, coordination of events). Supervisor.
- Supervisor of Events Coordination – Canada Summer Games 2017 (20 volunteers). Team Builder.
- Sitting in various committees at Loblaw in 2016 – Editor in chief of the Newsletter Committee. Team Builder.
- MC at the MGVM Networking Summer Event 2015. Leader, Team builder, Coach, Songwriter.
- Volunteer with the 'Accueil Francophone' (2010-2013) to help integrate newcomers into the community. Team Builder.
- Have been elected three times at the Saint-Boniface University Union (students had confidence in me) 2009-2012. Leader.
- Helping university students with French translation assignments (2011 – 2014). Supervisor.
- Volunteered for the Radiothon Radio-Canada for the Saint-Boniface University 2010 (promotion). Team Builder.
- Member of the Governors' Board at Saint-Boniface University, member of various committees including recruiting committees and took part in the elaboration of the 5-year strategic plan (June 2010-June 2012). Meaningful.
- Active volunteer in the Campaign against Poverty 2010 (mobilized and convinced students). Impactful.
- Highly active volunteer for the Student Union of Saint-Boniface University (promotion 2009-2013). Peacemaker.
- Active member at the theatre club of cultural center "HAY EL HASSANI" 2008. Adventurer.

**Designer****Creative****Visionary****Inspirer****Detective**