

# KAJOU Mohamed

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***Confident and teamwork-oriented financial and Accountant, Specializing in Finance and Accounting, Control with 4+ years of experience in Administration and Finance career, attention to detail, information management skills, and leadership roles.***

## Languages:

- Arabic: Native
- French: Advanced
- English: Upper-intermediate

## LinkedIn profile:

[www.linkedin.com/in/mohamed-k-finance998](http://www.linkedin.com/in/mohamed-k-finance998)

## CORE SKILLS & SOFTWARE USED

- Financial Reporting and Consolidation
- Risk management plan
- Animation of projects & interventions
- Knowledges of IFRS / CGNC
- Audit and financial accounting control
- Taxation and accounting standards
- Microsoft Word, Access, ... Excel Expert (**Certified**)
- Power BI (**Certified**)
- Information systems, ERP, CRM, SAP, BFC, SAGE
- Statistical tools (**SPSS**)
- Business Intelligence tools, IA
- Project management

## PROFESSIONAL EXPERIENCE

### **Accountant**

**[At; MATIS Aeronautical company, Group SAFRAN & BOEING](#)**

**2021 - Until Today**

**Location: Casablanca. MA**

- Responsible for the general and cost accounting of the various entities (Purchases, Sales, Banks, Stock, ...)
- Processing payments and preparing cheques for payroll
- Analyzing financial data to assist in the preparation and evaluation of budgets
- Keep financial records and establish, maintain and balance various accounts
- Review detailed monthly expenditures reports for each department, adjusting entries using the general ledger, and audit reports for coding errors and duplicate payments.
- Monitoring accounts payable and accounts receiving to ensure that all A/R and A/P have been posted.
- Responsible for financial reporting and analyzing information for internal and external suppliers and customers.
- Updating the plant controller on the preliminary monthly results, potential adjustments, and finalizing results.
- Analyzing and reviewing the monthly financial data to ensure the process was correctly completed.
- Preparing and assisting in the preparation of summary analysis on departmental results that accompany monthly reporting packages.
- Reviewing the monthly balance sheet and analysis & making comparisons of past to accurately forecast future balances.

- Ensuring requirements pertaining to accounting and disclosures are addressed.
- Reviewing corporate accounting memoranda to ensure accuracy.
- Generating monthly journal entries to the general ledgers.
- Researching and resolving accounting issues with financial and operations departments.
- Reviewing and posting journal entries and ensuring monthly account reconciliations and analyses are completed in a timely manner.
- Reviewing accounts payable, payroll, cash receipts, credit and collections, trade, accounts receivable,
- Ensuring all financial deadlines and due dates are met in a timely manner including the monthly financial close, customer billing, sales tax returns, vendor payments, and employee.
- Developing a rapport with other departments in order to effectively complete assigned tasks.

- Archiving and recording accounting transactions in the SAGE i7 accounting system.
- Assisting with establishing, implementing, and maintaining accounting systems that comply with generally accepted accounting principles, tax requirements, and management reporting requirements.
- Assisting with the development, and implementation of budgeting, and cost accounting systems, as well as the preparation of financial and management reports.
- Assisting in the analysis, preparation, and presentation of financial reports and statistics to management
- Ensuring that record systems and procedures are maintained in accordance with generally accepted accounting principles and regulatory requirements.
- Coordinating activities in the preparation of periodic audits by external and internal entities.
- Post journal entries
- Prepare other statistical, financial, and accounting reports
- Establish pay slips, tax, and social declarations.

## FORMAL EDUCATION

**National School of Commerce and Accounting:** Master's degree in Finance and Control, Accounting, Audit (**MFIN**)

**Superior School of Computer Sciences:** Bachelor's degree in Management of Information Systems (**IS & IA**)

**Business School: ESAM PARIS – IGS Group:** Bachelor's degree in Business Management and Development (**BBA**)

**STGCG Economics Baccalaureate** in Management Sciences and General Accounting

## AFFILIATIONS ACTIVITIES AND CERTIFICATES

Entrepreneurship and Innovation Techniques Volunteer (**SISPAY**)

Member of the board of directors of the **Morocco National School**

Entrepreneurship and Small Business certified from (**Certiport – Skills campus**)

Database information management and organization protection from **SAFRAN UNIVERSITY**

Safety at work certified - First aid, fire interventions from **HIMAYA Morocco**