

# Curriculum Vitae

- Name : MENCHAOUI
- Forname : Khaled
- Born : August 1st, 1965 in Tunis –Tunisia
- Single
- Address : Rue Ariana n° 41 Cité Ibn Khaldoun  
2062 Tunis
- Mobile phone number : +216 99824420
- Email : men.c.haoui@hotmail.fr

## Academic Record :

- 2004-2005 : Bac + 3  
As higher technician of management in Higher Institute of Tunis.
- 1999-2000 : Equivalence of Baccalaureate in Economics and Management.

## Trainings :

- 1993 : Training as accountant business in National Office of Professional Training in Bureau Activities in Gamarth.
- 1996 : Business and Management in America-Amid east in Tunis
- 1999 : Technical Approfondy of Accounting in PRONAFOC 99 in Tunis
- 1999 : Internet and navigator in PRONA FOC 99 in Tunis.

## Experiences :

- From 2005 : Financial accountant, control, contact financial and Public Institutions. Prepare balance sheet with computer and made depreciations and income statement.  
Head Office : Sintec 19, Rue d'Autriche – Tunis Belvédère.

- 2001-2004 : Financial Accountant  
Work by collaboration with the Financial Director and prepare balance sheet and ratios and Bank reconciliation.  
Head Office : Claire Fontaine 17, Av. A. Lansari Menzah 6
- 1997-2001 : Accountant in an Auditing Office.  
Assist the Auditor in an Industrial Firm of Plastic , control debts of Banks and account payable and receivable  
Prepare balance sheet and control currency of import  
Address : 53, Rue Echcham – Tunis
- 1994-1997 : Accountant in an auditing Office M and D associates  
Prepare balance sheet depreciation and Bank reconciliation of many kinds of firm activities fields, service and industrial  
Address : 37, rue Palestine – Tunis

**Computer :**

- Knowledge of some software for example : accounting software, ciel software...  
Word and Excel

**Language :**

	Writing				Talking			
	Very good	Good	Average	Less	Very good	Good	Average	Less
Arabic	X				X			
French	X					X		
English	X					X		
Italian				X				X
Russian			X					

**Fields of interest and hobbies :**

- Monitor in the organization of childhood of Tunisia.