



Mustapha AIT BOUMIA

National School of Business and Management – ENCG Agadir
Option: Financial and Accounting Management

Born on Apr. 12, 1990, Single
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Education

Diploma in ENCG Agadir – Subject: Financial and Accounting Management

June 2015

First year at the Faculty of Science of Agadir – Mathematical Sciences

September 2008 – August 2009

High school degree in Physical Sciences

June 2008

Experience

AFED Project Manager (African Financial and Economic Data)

Exchange Data International Middle East and Africa Ltd. - From April 2015 until now

- ▶ Daily monitoring of AFED service
- ▶ Proofreading of AFED translations and transcriptions (Arabic – French - English)
- ▶ Contact Central Banks and African financial institutions
- ▶ Leave and Absence Management
- ▶ Planning and implementing strategies
- ▶ Monitoring and analyzing the macroeconomic prospects in Africa
- ▶ Coordinating between the different subsidiaries of the company: Agadir, London, Mumbai, Cape Town and New York

Analyst Supervisor (African Financial and Economic Data)

Exchange Data International Middle East and Africa Ltd. - August 2013 – April 2015

- ▶ Translation et transcreation of both financial and economic terms and phrases
- ▶ Planning tasks and priorities
- ▶ Analyzing Sub-Saharan Africa and MENA macroeconomic data
- ▶ Training of the team and determination of the functions of each

Graduation & final project - March, April & May 2015

Under the theme: «The proposal of a balanced scorecard for the management of the activity of Exchange Data International Middle East & Africa »

Professional internship

Agency ATTIJARIWAFI BANK Agadir - July 2013

- ▶ Prospecting new clients
- ▶ Studying and analyzing the credit requests

Jorf Lasfar Industrial Group, Cherifien Office of phosphates OCP. Jorf Lasfar El Jadida - February 2013

- ▶ Entering budgets
- ▶ Establishment of a budget dashboard

Observation Internship

Royal Atlas Hotel (South Zone Atlas Hospitality Morocco). Agadir - August 2012

- ▶ Controlling purchases and sales
- ▶ F & B control
- ▶ physical inventory of stock

Multi-Services Autonomous Authority (RAMSA) Agadir - August 2012

- ▶ Processing of new subscriber records
- ▶ Accounting of invoices

Company of Soft Drinks of Souss (SBGS), CocaCola Agadir - September 2012

- ▶ Processing of purchase and sales invoices
- ▶ Development of a Human Resources HR dashboard

Initiation Internship

Agency "AZZAHRA Insurances" Marrakech - June & July 2012

Skills

Personal and Professional Projects :

- ▶ 2014 : Business creation project: Foundation of Altitude Creations S.a.r.l
- ▶ 2012 : Making a documentary film: Imouran ... the most beautiful waves of the world
- ▶ 2011 : Organizing a social action for the benefit of the safeguarding center of Agadir

Languages :

- ▶ Arabic : Mother tongue
- ▶ English : Fluent
- ▶ French : Fluent
- ▶ Spanish : Fluent

Computing Skills:

- ▶ Office Pack: Word, Excel, Power Point
- ▶ Php MySQL^[notions] , Photoshop

Interests :

- ▶ Travel & Expeditions
- ▶ Reading
- ▶ Swimming
- ▶ Research

