

SARA KANGA

TREASURER ACCOUNTANT

PROFESSIONAL EXPERIENCE

2017 – 2019 Paris Habitat treasury Co-op/Interns (11/13/2017 - 08/31/2019)

- Identification of tenant transfers
- Third-party supplier management
- Bank reconciliations
- Maintain book catalogue of invoices

2016 Company Executive Assistant at JDF (8-week internship From April to Mai)

- Customer management
- Inspection
- Marketing and advertising
- Preparation and organization of meetings

2014 Holiday assistant at Crédit Agricole (1-month fixed-term contract- September)

- Updating of the Access database
- Purging of records
- Complaint management

2013 Holiday assistant at Crédit Agricole (1-month fixed-term contract- August)

- Updating of the Access database
- Purging of records
- Complaint management

EDUCATION

2017-2019 Co-op/Interns to prepare for the Advanced Vocational Training Certificate in Accounting and financial management –H3 CAMPUS

2013-2016 Bachelor's degree in Foreign Languages applied in Business at the University of Lille III

2010 – 2013 *BACHIBAC* diploma's High school in Economics and Social Studies (French and Spanish) at the European Montebello High School

AREAS OF INTEREST

- Volunteer work for Greenpeace
- Volunteer work for Djembé Mpika de Cassel.
- Reading
- Cooking
- Traveling



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INFORMATION TECHNOLOGIQUE

- Pack-Office
- Sage
- Cegid
- Ciel-compta

LANGUAGES

- Spanish
- Portuguese
- English
- French