

FARES BERMAK

REMOTE VIRTUAL ASSISTANT | DATA ENTRY & WORKFLOW AUTOMATION

Médéa, Algeria • +213 542 346 579 • faresbermak97@gmail.com

Availability: Open to remote roles (EST/CET overlap). Fully equipped home office, reliable broadband, flexible schedule (GMT+1)

PROFILE

Meticulous remote administrative professional focused on high-accuracy data management and process automation. Proven at converting local operations into reliable digital workflows, automating repetitive tasks with Zapier and Advanced Excel, and maintaining strict data integrity across financial and operational records. Trilingual (Arabic, English, French) with strong asynchronous collaboration experience.

CORE COMPETENCIES & TECHNICAL STACK

Financial Data: QuickBooks Online, Advanced Excel (Pivot Tables, VLOOKUP, Macros), Data Validation, Digital Invoicing, Reconciliation.

Automation & Platforms: Zapier, Google Workspace (Sheets, Calendar, Docs), Slack, Zoom, Notion, Asana, High-Accuracy Data Entry (10-key).

PROFESSIONAL EXPERIENCE

Digital Process & Data Coordinator

FEB 2021 - PRESENT

Bermak Merouane - Médéa, Algeria

- Converted manual invoicing and inventory logs into cloud-based workflows (QuickBooks Online & Google Sheets) to enable remote review and cross-team access.
- Processed approx. 200-400 invoices per month across 50+ supplier/customer accounts with >99% accuracy using validation checks and structured templates.
- Built Zapier + Excel automations to import email purchase orders into central spreadsheets and trigger invoice reminders, saving ~5 hours/week.
- Produced daily/weekly operational reports and monthly P&L summaries to support management decisions and month-end reconciliation.
- Managed confidential payroll data for teams of 20-30 employees, preparing compliant payroll summaries and ensuring timely payments.

Financial Data Specialist

Sep 2016 - Feb 2021

Bouhedda Kamel - Médéa, Algeria

- Performed high-volume daily data entry of journal entries and financial records, maintaining digital ledgers and reducing posting errors via verification rules.
- Managed accounts payable/receivable records and digital invoicing; implemented follow-up procedures that reduced overdue accounts by an estimated 20-25%.
- Conducted monthly bank reconciliations and prepared support documents for remote audits and financial reviews.
- Developed Excel templates and pivot-based reports to streamline reporting and speed up month-end close processes.

EDUCATION & CERTIFICATIONS

Accounting Technician Certification

2019 - 2020

Vocational Education and Training, Algeria

Assistant Accountant Certification

2016 - 2017

Vocational Education and Training, Algeria