



ANDRIAMPANALA HAGNINO FLOBER

ACCOUNTANT | HR ASSISTANT

CONTACT DETAILS

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-  25yars
-  Malgache
-  Single
-  Available now

SKILLS

- Inventory Management
- Legal Drafting
- Dispute Management
- Financial Reporting
- Financial Flow Analysis
- Meeting Organization
- Calendar Management
- Contract Management
- Legal Research
- Administrative Management
- Legal Training
- Accounting
- Communication
- Attention to Detail
- Organization
- Synthesis
- Analysis
- Time Management
- Teamwork
- Client Relations
- Priority Management
- Adaptability
- Initiative
- Negotiation
- Office Software Proficiency
- Internet Navigation



PROFESSIONAL PROFILE

Advanced Legal Knowledge: Proficient in various areas of law, including commercial law, employment law, and tax law. Analytical Skills: Ability to analyze complex situations and identify key legal aspects. Drafting Skills: Ability to draft clear and precise legal documents. Interpersonal Skills: Ability to communicate and collaborate with various stakeholders. Attention to Detail: Ability to manage multiple cases while meeting deadlines.



PROFESSIONAL CAREER

May 2024 - Current

Inventory Manager and Legal Assistant, Vovo Telo Lodge Hotel, Mangily

Plan and coordinate merchandise deliveries, manage the flow of incoming and outgoing goods, anticipate inventory needs and potential shortages, classify, arrange, and store products according to their nature and specifications, optimize the use of storage space, ensure compliance with storage standards, perform regular physical inventories to ensure consistency with computerized inventory, monitor the quality and quantity of products received, collaborate with suppliers, sales departments, and operations managers, coordinate relationships with carriers, monitor inventory management performance indicators, analyze market trends and demand, prepare inventory reports and balance sheets, ensure compliance with planned costs and deadlines, and minimize storage costs while ensuring product availability.

Manage the manager's diaries or schedules, invite meetings and assemblies, and organize travel. Develop and write documents: reports, summary notes, meeting minutes, annual reports, professional presentations.

September 2023 - January 2024

Head Waiter and Receptionist, Hyppocampo Hotel, Tulear

Supervise the flow of service for tables in their row. After service, clear tables, advance the set-up for the next service, tidy up service equipment, respect environmental commitments, and interact with guests within the limits of their responsibilities.

Greet guests, register them, inform them about hotel services and surrounding activities, and respond to their requests. Manage reservations, maintain room registers, and ensure that occupancy schedules are correct. Compile and verify guest accounts, present invoices upon departure and collect amounts due. Handle complaints, resolve guest problems, and ensure guest satisfaction during their stay. Communicate with other hotel departments, such as Housekeeping or Food & Beverage, to relay guest requests, process

- Programming
- Data AnalysisUtilisation de logiciels spécialisés
- Ability to adapt to new technologies
- Leadership
- Planning
- Diplomacy
- Professional development
- Critical thinking
- Stress management
- Drafting legal documents
- Preparing contracts
- Notarial law
- Accurate data entryDiscrétion professionnelle
- Responsiveness to urgent requests
- Effective filing and archiving
- Diplomacy in interactions
- Diligence and proactivity
- Speed reading
- Adherence to strict deadlines
- Billing management
- Advanced word processing
- Legal file maintenance
- Effective remote working using collaborative tools
- Negotiation with stakeholders
- In-depth legal research
- Critical analysis of documents
- Rigorous follow-up of procedures
- Meeting preparation
- Deadline management
- Responsiveness to unforeseen events
- Fast keyboarding
- Writing standards

WEBSITES, BOOKS, PROFILES

<https://www.facebook.com/andriampanala.flober?mibextid=wwXlfr&mibextid=wwXlfr>

<https://digitaltaf.com/detail-profil/?id=104378>

https://myaccount.google.com/?utm_source=OGB&utm_medium=app

mail, receive and transfer telephone calls, and perform other administrative tasks.

Apr 2023 - December 2023

Administrative Assistant, Real Estate Agency, Tulear

Receiving and processing mail and emails, handling phone calls and welcoming visitors, entering, drafting, formatting and archiving documents, ensuring file tracking and the flow of information within the company, planning and organizing meetings and appointments, managing diaries and logistical organization, ordering office supplies, tracking inventory and placing orders with suppliers, helping with travel arrangements, taking notes during meetings, and sometimes providing accounting support.

May 2022 - Feb 2023

Administrative Assistant and Commercial Advisor, Public Works Department, Tulear

Search for new prospects and customers to develop the company's business, understand customer expectations and offer them personalized and adapted offers, present products or services, argue to convince the customer, and negotiate commercial conditions, build a relationship of trust with existing customers to guarantee their satisfaction and loyalty, manage the follow-up of transactions and resolve any problems to ensure a good after-sales customer experience, stay informed of market developments and competition to adapt the commercial strategy, participate in professional events and trade fairs to promote the company.

September 2022 - Jan 2023

Senior Accountant, European Institute for Cooperation and Development, Tulear

Check and classify supporting documents (invoices, receipts), process accounting transactions according to the chart of accounts, carry out bank reconciliations, prepare the balance sheet, income statement and annexes, prepare and submit tax and social security declarations (VAT, etc.), maintain mandatory accounting documents for audits, process payment of supplier invoices, manage the company's cash flow, manage payroll payments and prepare pay slips, analyze financial data to assist in strategic decision-making, provide information on the financial situation to management and partners, assist in the preparation of budgets and financial forecasts.

March 2022 - Jan 2023

Administrative Assistant, Aloha Immo Service, Tulear

Draft and prepare rental contracts, sales agreements, mandates, and leases, welcome clients (buyers, sellers, tenants) by telephone and in person, and manage calls and emails, organize and schedule property visits and carry out entry and exit inventories, write and distribute real estate advertisements online, and keep the agency's website up to date, assist real estate agents in managing schedules and participating in the agency's commercial activities, monitor rent payments, collect charges, and manage any unpaid bills, manage tenant requests (decorations, quotes, etc.) and monitor repairs and maintenance of properties.

LANGUAGES

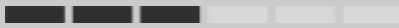
English :



French :



German :



March 2021 - March 2022

Developer, Tourism Agency, Tulear

Understand and analyze user or client needs in order to propose suitable technical solutions, write code to create new applications, websites or specific functionalities, perform functional tests to verify that the program works correctly and correct identified bugs, ensure the maintenance, update and evolution of existing programs, including the addition of new functionalities, work closely with other teams (designers, users, other developers) to ensure reliable and efficient solutions.

September 2017 - August 2018

HR Assistant, Cine Raywai, Tulear

assists managers and optimizes administrative and operational human resources management processes within a company or organization, carries out administrative monitoring of personnel management (contracts, absences, medical visits, declarations to social organizations, etc.), participates in the recruitment process, from the publication of job offers to the integration of new employees, sets up the continuing professional training plan and ensures its follow-up, ensures the coordination and administrative support of relations between the employer and staff representative bodies, answers employees' questions concerning various aspects related to human resources, can collect and verify the information necessary for the preparation of pay slips and monitor payroll operations in conjunction with the accounting department



EDUCATION

Master's Degree: Private Law (Year 1)

University of Tulear, March 2022 – August 2023

Master's Degree: Private Law (Year 2)

University of Tulear, January 2023 – June 2024

Master's Degree: Private Law (Year 2)

University of Tulear, January 2023 – June 2024

Master's Degree: Accounting (Year 1)

University of Tulear, June 2022 – March 2023

Bachelor's Degree: Accounting and Taxation

University of Tulear, January 2020 – January 2021

Bachelor's Degree: Law

University of Tulear, January 2020 – January 2021



CERTIFICATIONS

- Certificate of Continuing Education in Law
- Diploma in Law
- State Diploma
- Certificate of Aptitude for Teaching in Technical Education

