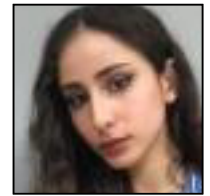


75000 Paris
3 à 5 ans d'expérience
Réf : 2606301241



Financial & administrative assistant

Ma recherche

Je recherche tout type de contrat, sur toute la région Ile de France, dans le Batiment.

Formations

12/2026 : Bac +5 à Toulouse Business School
Master 2 In Banking & International Finance

12/2025 : à Chongqing University
International Exchange Program in Finance

12/2025 : Bac +5 à Toulouse Business School
Master 1 in Finance

12/2024 : Bac +3 à Toulouse Business School
Bachelor's degree in Management

12/2023 : à Lycée Descartes (CPGE ECG)
Classes Préparatoires aux Grandes Écoles - ECG

12/2021 : Bac à Groupe Scolaire Atlas
Scientific Baccalaureate

Expériences professionnelles

01/2024 - 12/2024 :

Reception Assistant chez Tbs sur Paris

Administrative assistance for responding to requests; reception and orientation for handling daily payments; information management and customer support.

01/2023 - 12/2023 :

Administrative Assistant chez Crédit Agricole

Customer file management and data entry; message and call handling for client support; documentation and record keeping.

01/2022 - 12/2022 :

Financial Management chez Clinique Ibnou Rochd

Managed customer files and administrative data entry in a banking environment; performed data validation and prepared financial documentation.

01/2021 - 12/2022 :

Accounting Assistant chez Hourri Pharmacy

Managed invoice processing and financial review activities; monitored expense and cost control processes; performed budget analysis and financial reporting.

/ - à ce jour :

Financial & Administrative Assistant to the CFO (apprentice) chez Cozycozy

Acted as the CFO's operational right hand in financial and administrative management tasks; managed invoice verification and reconciliation; supported financial documentation, reporting and administrative process optimisation.

Langues

English (Oral : maternelle / Ecrit : expérimenté), French (Oral : maternelle / Ecrit : expérimenté), Arabic (Oral : maternelle / Ecrit : expérimenté), Chinese (Oral : notions / Ecrit : débutant)