Financial & Administrative Assistant

75000 Paris · 3 à 5 ans d'expérience · Réf. 2606301241

Ma recherche

Contrat recherché : Tout contrat
Zone : Ile de France
Mobilité : sur toute la région
Rémunération : a étudier
Secteur : Batiment

Formations

12/2026 — Bac +5 — Toulouse Business School
Master 2 In Banking & International Finance
12/2025 — Bac +5 — Toulouse Business School
Master 1 in Finance
12/2025 — Chongqing University
International Exchange Program in Finance
12/2024 — Bac +3 — Toulouse Business School
Bachelor’s degree in Management
12/2023 — Lycée Descartes (CPGE ECG)
Classes Préparatoires aux Grandes Écoles – ECG
12/2021 — Bac — Groupe Scolaire Atlas
Scientific Baccalaureate

Expériences professionnelles

01/2024 - 12/2024 — Reception Assistant

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

01/2023 - 12/2023 — Administrative Assistant

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

01/2022 - 12/2022 — Financial Management

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

01/2021 - 12/2022 — Accounting Assistant

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

Financial & Administrative Assistant to the CFO (apprentice)

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 (maternelle), French (maternelle), Arabic (maternelle), Chinese (notions)

Atouts

Pennylane, Google Analytics, Power BI, SAP, Financial analysis, Python, R, Excel, Word, PowerPoint, TOEFL, TOEIC, HSK, TCF

Fiche anonyme — l'identité et les coordonnées du candidat sont communiquées aux recruteurs qui en font la demande

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