

Nadège Choquet

Polyvalent Assistant



About me...

With over 20 years of experience in diverse sectors, from administrative support to invoicing, I have demonstrated my adaptability and versatility. I am rigorous, reliable, and fully committed to each position I undertake.

Open to new opportunities, I now wish to broaden my professional experience and work for a company in France or abroad (European Union or North America).

This is a summary of my career path, highlighting my most significant experiences. If my profile interests you, I invite you to view my full CV via this link : <https://portfolio-nadege-choquet.vercel.app>

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Since 2024

BILLING ASSISTANT

ERT
Technologies
in Lesquin

- Monitoring technician interventions on the Osiris software for the preparation of invoices (subcontractors payments)
- Creating invoices using Excel and the Hermès software based on the Osiris ACD (interventions, adjustments, bonuses and penalties)

2018 - 2019

ASSISTANTE THEN HEAD OF TRANSPORT DEPARTMENT Replacement of the head of the transport department (8 months)

GBS
in Camphin

- Managing the flow of goods (freight forwarding, shipping and collection) by sourcing transport solutions from various partner companies
- Integrating appointments for goods pickup and delivery into the Optidock software
- Creating transport orders using the Navision software

2008 - 2011

ADMINISTRATIVE ASSISTANT

SA Duro-Home
in Cantin

- Monitoring of construction files in paper and electronic format (requests for soil studies, site layout, various quotes, etc...)
- Scheduling appointments and managing the calendars of the technical sales directors

2003 - 2006

POLYVALENT ASSISTANT

France Oxygène
in Avelin

- In the company's software : Invoicing for the month's revenue
- Creation of new patients and doctors
- Following up on invoice payments from the various health insurance companies or social security funds of the patients

SOFT SKILLS

Arrangement

Reliability

Discretion

Adaptability

Patience

DIPLOMAS

2023 :

Professional Title Pro Front End Developer - level 5 (Bac +2) of the RNCP


1995 :

Professional Baccalaureate accounting

FORMATION


Last training course completed :
January to September 2023
WEB and Mobile WEB at AFCI Liévin

COMPETENCES

Design software used : Figma 

Office tool :
Word - Excel - Outlook
(basic use)

DIVERS

English level : B1 

Interests :
Travel - Movie - Running

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