Curriculum vitae

PERSONAL INFORMATION	Guillaume Anciaux

📍 Claris Flats, Flat 1, Triq Sir William Reid 18, GZR 1039 GZIRA (Malta)

📱 +33671091881

✉ anciaux.guillaume5454@gmail.com

in https://www.linkedin.com/in/guillaume-anciaux-376041171

Sex Male | Date of birth 08/05/1992 | Nationality French

WORK EXPERIENCE

11/03/2020–23/04/2020

Accountant

HLB CA Malta (Accounting Firm), Mosta (Malta)

-Book-Keeping (purchases, sales, bank reconciliation, cash registers).

-Preparation of VAT and Tax Returns.
-Preparation of management accounts.
-Preparation accounting report (P&L, Balance Sheets).

-Liaison with auditors.

Accouting Software : SAGE

11/04/2019–02/09/2019

Sales assistant

Cora SA (Hypermarket), Foetz (Luxembourg)

-Ensure high levels of customer satisfaction through excellent sales service
-Maintain outstanding store condition and visual merchandising standards
-Maintain a fully stocked store
-Ascertain customers' needs and wants
-Recommend and display items that match customer needs

-Manage point-of-sale processes

11/10/2018–10/04/2019

Accountant

Sofadem Finances (holding), Esch-sur-Alzette (Luxembourg)

-Cash management.
-Suppliers & Customers management.

-Liaison with auditors.

-Preparation of VAT and Tax Returns.
-Preparation of management accounts.
-Preparation accounting report (P&L, Balance Sheets, Financial Statements).

-Management of purchases and sales (Hibiscus : Commercial management software).

-Management of Bookkeeping and advising of the secretary (purchases, sales, cash registers).

Accouting Software : SAGE

21/11/2016–10/10/2018

Junior Accountant

Exco Nexiom (Accounting Firm), Metz (France)

-Cash management.
-Suppliers & Customers management.
-Book-Keeping (purchases, sales, bank reconciliation, cash registers).
-Liaison with auditors.
-Payroll.
-Preparation of VAT and Tax Returns.
-Preparation of management accounts.

-Preparation accounting report (P&L, Balance Sheets, Financial Statements)

-Courier management.
-Filings and archiving.

Accouting Software : CEGID EXPERT COMPTABLE

| 07/09/2015–30/09/2016 | **Internship - Accountant** |

Segenest (Accounting Firm), Longlaville (France)

-Cash management.
-Suppliers & Customers management.
-Book-Keeping (purchases, sales, bank reconciliation, cash registers).

-Preparation of VAT and Tax Returns.
-Preparation of management accounts.

-Monitoring and processing of files.
-Courier management.
-Filings and archiving.

-Enforce the relation between suppliers and customers.

Accouting Software : QUADRATUS

| 01/04/2015–30/06/2016 | **Internship – Sales Manager** |

WELDOM-DIY Store, Villers-La-Montagne (France)

-Control and management of supplier deliveries.
-Establishment of orders.
-Inventory control.

-Issuing of cash receipts.

-Monitoring and processing of files.
-Courier management.
-Filings and archiving.

EDUCATION AND TRAINING

| 16/09/2019–14/02/2020 | **Language Semester Abroad Diploma** | Intermediate English Course |

EF School, St Julian's (Malta)

| 02/09/2015–31/08/2016 | **Professional Degree** | EQF level 6 |

University of Lorraine, Metz (France)

Law, Economy, Management, majoring in Insurance, Bank, Finance, speciality Accounting Management.

| 03/09/2012–30/06/2015 | **Undergraduate Diploma in technology** | EQF level 5 |

University of Lorraine, Longwy (France)

Specialising in Business and Administration Management, option small-and medium sized. Organizations

| 05/09/2011–30/06/2012 | **Technological Baccalaureate** | EQF level 4 |

Recollets Private School Complex, Longwy (France)

Speciality : Information systems Management

PERSONAL SKILLS

Mother tongue(s)   French

Foreign language(s)

UNDERSTANDING		SPEAKING		WRITING
Listening	Reading	Spoken interaction	Spoken production	
English				
B2	B2	B2	B2	B1
Language Semester Abroad Diploma				
Spanish				
A1	A1	A1	A1	A1

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages - Self-assessment grid

Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem-solving
Independent user	Independent user	Independent user	Independent user	Independent user

Digital skills - Self-assessment grid

Driving licence   B1, B