

ACCOUNTANT



ANCIAUX Guillaume

ERMINGTON
Triq I-Madonna tal-Gebbla
Gzira, Malta

+33 671091881
anciaux.guillaume5454@gmail.com

Driving Licence B
French
08/05/1992

❖ Digital Skills :

- Microsoft Office Suite
- MAC OSX

Accounting Software:
- CIEL
- QUADRATUS
- CEGID EXPERT COMPTABLE
- SAGE

❖ Languages :

French: Mother Tongue
English: Intermediate
Spanish: Beginner

SKILLS

Accounting :

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).

Internal Management:

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

Commercial :

Management of purchases and sales (Hibiscus : Commercial Management Software).
Physical and telephone reception of customers.
Enforcing the relationship between suppliers and customers.
Issuing of cash receipts.

Administrative :

Monitoring and processing of files.
Courier management.
Filing and archiving.

WORK EXPERIENCE

2018 - 2019 6 Months	Accountant SOFADEM FINANCES (Esch-sur-Alzette) Luxembourg
2016 - 18 2 Years	Junior Accountant EXCO NEXIOM-Accounting Firm (Metz) France
2015 - 16 1 Year	Internship - Accountant SEGENEST-Accounting Firm (Longlaville) France
2014 - 15 10 Weeks	Internship - Sales Manager WELDOM-DIY Store (Villers-La-Montagne) France
2009 - 15 Every Summer	Seasonal employment - Retail Sales Assistant CORA (Foetz) - Luxembourg

EDUCATION

2019 - 20	EF School : Intermediate Course at Institute of English language Studies. St. Julian, Malta.
2015 - 16	Professional Degree : In Law, Economy, Management, majoring in Insurance, Bank, Finance, speciality Accounting Management. Metz, University of Lorraine, France.
2012 - 15	Undergraduate Diploma in technology : specialising in Business and Administration Management, option small-and medium sized. Organizations . Longwy, University of Lorraine, France.
2011 - 12	Technological Baccalaureate : Speciality : Information systems. Management. Longwy, France.