



MOHAMED BOUTERAA

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SUMMARY

With strong skills in project management and business analysis, I am seeking a new opportunity as a Junior IT Project Manager. In my previous roles, I assisted a Senior Project Manager in leading IT projects, such as upgrading the CODA version and automating business processes. I also bring hands-on experience in finance application management, end-user support, and resolving functional incidents.

WORK EXPERIENCE

Senior Business Analyst, ALB Conseil

Sep 2022 - Sep 2024

Risk and Finance Department, AG2R La Mondiale

- Ensure **the performance of business tools** (Coda), and perform post-Batch validation of financial data integration.
- Analyze and resolve **operational incidents** (using Coda, SQL) and report **technical incidents** (using ServiceNow).
- **Lead projects: upgrading the Coda version**, Business process automation (BPA), technical closure.
- Collect and **evaluate business needs**, lead steering committees, and draft **technical and functional specifications**.
- Share **final deliverables** with Business and IT teams, detailing milestones, strategy, timeline, and stakeholders.
- Drive **the functional testing**, follow the technical IT tests, and manage the user acceptable testing (UAT).
- Support business units (writing operating **procedures**, organizing workshops, change requests).

Compliance Officer, La Poste Group

Sep 2020 - Aug 2022

Tax, Accounting and Compliance Department

- **Lead a migration project** of shared files to SharePoint (requirements, coordination, risk analysis, planning, etc.).
- Participate in the production (SAP) and **review of financial statements** (balances, cash flow statements, etc.).
- Assist the team with **improving performance indicators** for suppliers and clients terms (using PowerBI, QlikView).
- Prepare **internal control reviews**, present an annual follow-up report, and monitor compliance (AFA, Sapin II, ANC.).

Risk Control Officer, BNP Paribas

Sep 2019 - Feb 2020

Business center for large and mid cap - Risk Department

- Review and validate **annual risk assessments**, and participate in the review of credit authorization tickets (RWA).
- Assist sales teams in correcting and **updating customer files**: KYC, MSCQ, PPE, etc.
- Monitor **suspicious activity reports** daily and assist teams in justifying transactions related to financial security.
- Contribute to the execution of **compliance-related tasks**: judicial requests, cash transactions, market abuse, etc.

EDUCATION

Diploma in Data Science & Engineering - Jedha Bootcamp Paris

Oct 2024 - Aug 2025

Online English Training

- **Units:** Data visualisation, Python, Data Analysis (EDA), Big Data, Machine Learning, Deep Learning.

Master Degree (Programme Grande École) - ISG Paris

Sep 2020 - Aug 2022

- **Major:** Finance

Bachelor's in Economics & Management - Nanterre University

Sep 2014 - May 2017

- **Major:** Management

ADDITIONAL INFORMATION

- **Interpersonal skills:** Organizational and time management, listening and communication, attention to details.
- **IT Skills:** Technical and functional background (CODA, ISIE), infrastructure (Citrix), ticketing tools (ServiceNow, Jira), Data visualization tools (PowerBI, Qlikview), SharePoint, Programming language (SQL).
- **Technical skills :** Project management, Follow-ups IT production, accounting information systems, accounting and financial reporting, risk management, and compliance.
- **Languages:** French (fluent), Arabic (fluent), English (professional).
- **Activities:** Actively participated in two humanitarian projects, India (2018) - Gender Equality, and Turkey (2019) - English lessons for A2-B1 levels.