







OFFICE MANAGER - ADMINISTRATIVE ASSISTANT


MiaoMiao
Beaudouin


 Trilingual


 Adaptability


 miaomiao@oav.net

 +33 6 6725 3271


 Organized

 Interpersonal Skills


 +33 9 5323 0103


 May 5th 1983


 File Management

 Works well under pressure

 FR,CN,EN

 Dedicated Team Player

 Accurate and detailed

 21 RUE DU PLATEAU
54400 LONGWY
FRANCE

Experiences

Since Oct 2022
Luxembourg

Office Manager, Livista Energy Europe S.A.

OFFICE MANAGEMENT
ADMINISTRATION
PERSONNEL ASSISTANT

- > Order office supplies
- > Manage relationships with office suppliers
- > Absence workbooks
- > Expenses tracking
- > Organization charts
- > Meal vouchers ordering
- > Financial & accounting administration
- > Invoices, salaries and expenses input into banking system
- > Filing and archiving contracts, proofs of payments, ...
- > Personal administrative tasks for COO
- > Complex international travel arrangements for the team

Jul 2018 - Aug 2022
Luxembourg

Billing, MUFG Investor Services

PAYMENT BOOKINGS
SWIFT
TRANXEN
DUBLIN

- > Reception of incoming payments by SWIFT
- > Payment bookings in Tranxen system
- > Update of different payment status
- > Manual intervention on invoice creation & 4 eyes validation
- > Monthly reconciliation and payment for all Sub-custodian fees
- > Dublin funds invoices creation

Feb 2018 - May 2018
Luxembourg

HO REPORTING
BOARD PREPARATION

Compliance & Administrative Assistant, Bank of China Luxembourg S.A.

- > Monthly & Quarterly Head Office reporting
- > Coordination between every Bank's departments on the compliance matters
- > Monitoring potential AML issues in the Bank's system "Siron Embargo"
- > Assistance of the Board Secretary in preparing the Board meetings materials

Oct 2017 - Jan 2018
Luxembourg

MASTER ENTITY DB
AUTOMATIC INVOICING SYSTEM

Associate, Data Management & Systems Support, BRE Europe (The Blackstone Group)

- > Master Entity Database users, contacts and vendors updates
- > Incoming invoice checking
- > Minutes of international conference calls

Nov 2012 - Jul 2017
Paris

FILE MANAGEMENT
SHARE MANAGEMENT
COMMERCIAL ASSISTANT

Back Office Manager, Marne & Finance

- > File management of subscription contracts in the field of commercial real estate
- > In charge of share repurchase and payment schedules
- > Invoice management of wealth advisors
- > Coordination of logistics for commercial meetings

May 2011 - May 2012
Paris

BANKING
PORTFOLIO MANAGEMENT
SALES

Account Manager, Bank of China Paris Branch

- > Counter operations: credit card, check, cash deposit & withdraw, ...
- > Account opening & closing, KYC, risk management
- > Banking products consulting

Dec 2010 - Mar 2011
Paris

PRESS, BLOOMBERG
SUMMARIES

Chief Economist assistant, Tradition Securities & Futures

- > Newspaper review (Financial Times, Wall Street Journal, New York Times, ...)
- > Financial markets and global economy reports

May 2010 - Dec 2010
Paris

EMTN EQUITY
FILE MANAGEMENT

Back Office Agent, HSBC France

- > Flow calculation of EMTN Equity
- > Document establishment and review

Sep 2008 - Jun 2009
Paris

INTERMEDIATE CHINESE

Chinese Teacher, ECE Paris

- > Establishing teaching pamphlets
- > Training and evaluation of engineering students with different levels

Education

2011 <i>Paris</i>	MBA Finance & International Markets , Institut Supérieur de Gestion
2008 <i>Paris</i>	Master 2 Economy & Societies in Anglo-American countries , Université de la Sorbonne Nouvelle Paris III
2005 <i>Shanghai, China</i>	Bachelor English , Shanghai International Studies University

Miscellaneous

Car B Driving License