






# OFFICE MANAGER - ADMINISTRATIVE ASSISTANT


MiaoMiao  
Beaudouin


 Trilingual


 Adaptability


 Organized


 Interpersonal Skills


 File Management


 Works well under pressure


 Dedicated Team Player

 Accurate and detailed


 miaomiao@oav.net

 +33 6 6725 3271

 +33 9 5323 0103

 May 5th 1983

 FR,CN,EN

 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 voucher ordering
- > Financial & accounting administration
- > Invoices, salaries and expenses input into banking system
- > Filing and archiving contracts, proof 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

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

## Miscellaneous

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Car B Driving License