






# COMPLIANCE ASSISTANT


MiaoMiao  
Beaudouin


 Trilingual

 Adaptability


 miaomiao@oav.net


 Organized


 Interpersonal Skills


 +33 6 6725 3271


 File Management

 Works well under pressure


 +33 9 5323 0103

 May 5th 1983

 Dedicated Team Player

 Accurate and detailed

 FR,CN,EN

 21 RUE DU PLATEAU  
54400 LONGWY  
FRANCE

## Experiences

*Since Feb 2018  
Luxembourg*

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

HO REPORTING  
BOARD PREPARATION

- > Monthly & Quarterly Head Office reporting
- > Liaise with Legal and Compliance Officers to ensure reporting requirements
- > Coordination of all departments of the Bank on compliance reporting issues
- > Siron Embargo & AML input
- > Preparation of Board pack & all other administrative supports to Board meetings

*Oct 2017 - Jan 2018  
Luxembourg*

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

MASTER ENTITY DB  
AUTOMATIC INVOICING SYSTEM

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

*Nov 2012 - Jul 2017  
Paris*

**Back Office Manager**, Marne & Finance

FILE MANAGEMENT  
SHARE MANAGEMENT  
COMMERCIAL ASSISTANT

- > 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*

**Account Manager**, Bank of China Paris Branch

BANKING  
PORTFOLIO MANAGEMENT  
SALES

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

Dec 2010 - Mar 2011 Paris	<b>Chief Economist assistant</b> , Tradition Securities & Futures
PRESS, BLOOMBERG SUMMARIES	<ul style="list-style-type: none"> <li>&gt; Newspaper review (Financial Times, Wall Street Journal, New York Times, ...)</li> <li>&gt; Financial markets and global economy reports</li> </ul>
May 2010 - Dec 2010 Paris	<b>Back Office Agent</b> , HSBC France
EMTN EQUITY FILE MANAGEMENT	<ul style="list-style-type: none"> <li>&gt; Flow calculation of EMTN Equity</li> <li>&gt; Document establishment and review</li> </ul>
Sep 2008 - Jun 2009 Paris	<b>Chinese Teacher</b> , ECE Paris
INTERMEDIATE CHINESE	<ul style="list-style-type: none"> <li>&gt; Establishing teaching pamphlets</li> <li>&gt; Training and evaluation of engineering students with different levels</li> </ul>

## 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**