







COMPLIANCE ASSISTANT


MiaoMiao
Beaudouin


 Trilingual


 Adaptability

 miaomiao@oav.net


 Organized


 Interpersonal Skills

 +33 6 6725 3271


 +33 9 5323 0103


 File Management


 Works well under pressure

 May 5th 1983

 FR,CN,EN

 Dedicated Team Player

 Accurate and detailed

 21 RUE DU PLATEAU
54400 LONGWY
FRANCE

Experiences

Feb 2018 - Aug 2022
Luxembourg

Office Manager, Livista Energy Europe S.A.

OFFICE MANAGEMENT
ADMINISTRATION
PERSONNAL ASSISTANT

- > Order office Supplies
- > Manage relationships with office suppliers
- > Ensure offices fitfull employees and visitors
- > Absense workbooks
- > Expenses tracking
- > Organization charts
- > Meal voucher ordering
- > Financial & accounting administration
- > Accounting book of invoices
- > Invoices, salaries and expenses input into bank system
- > Filing and archiving contract, proof of payments, ...
- > Personal administratives tasks for COO
- > Complex international travel arrangements for COO

Feb 2018 - Aug 2022
Luxembourg

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

HO REPORTING
BOARD PREPARATION

- > Monthly & Quarterly Head Office reporting
- > Liaise with Legal and Compliance Department's staff members to ensure accurately and timely reporting requirements
- > Coordination between every Bank's departments on the compliance reporting matters
- > Monitoring potential AML issues in the Bank's system "Siron Embargo"
- > Assistance of the Board Secretary in preparing the Board meetings materials

<i>Oct 2017 - Jan 2018</i> <i>Luxembourg</i>	Associate, Data Management & Systems Support , BRE Europe (The Blackstone Group)
MASTER ENTITY DB AUTOMATIC INVOICING SYSTEM	<ul style="list-style-type: none"> > Master Entity Database users, contacts and vendors updates > Incoming invoice checking > Minutes of international conference calls
<i>Nov 2012 - Jul 2017</i> <i>Paris</i>	Back Office Manager , Marne & Finance
FILE MANAGEMENT SHARE MANAGEMENT COMMERCIAL ASSISTANT	<ul style="list-style-type: none"> > File management of subscription contracts in the field of commercial real estate > In charge of share repurchase and payment schedules > Invoice management of weath advisors > Coordination of logistics for commercial meetings
<i>May 2011 - May 2012</i> <i>Paris</i>	Account Manager , Bank of China Paris Branch
BANKING PORTFOLIO MANAGEMENT SALES	<ul style="list-style-type: none"> > Counter operations: credit card, check, cash deposit & withdraw, ... > Account opening & closing, KYC, risk management > Banking products consulting
<i>Dec 2010 - Mar 2011</i> <i>Paris</i>	Chief Economist assistant , Tradition Securities & Futures
PRESS, BLOOMBERG SUMMARIES	<ul style="list-style-type: none"> > Newspaper review (Financial Times, Wall Street Journal, New York Times, ...) > Financial markets and global economy reports
<i>May 2010 - Dec 2010</i> <i>Paris</i>	Back Office Agent , HSBC France
EMTN EQUITY FILE MANAGEMENT	<ul style="list-style-type: none"> > Flow calculation of EMTN Equity > Document establishment and review
<i>Sep 2008 - Jun 2009</i> <i>Paris</i>	Chinese Teacher , ECE Paris
INTERMEDIATE CHINESE	<ul style="list-style-type: none"> > Establishing teaching pamphlets > Training and evaluation of engineering students with different levels

Education

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

Car B Driving License