

Christelle Siba

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Office Manager

Professional History

2021 Office Manager- CSI Office - France

- Traduction (FR->EN, EN->FR)
 - Agriculture
 - IT
 - Finance
- Accounting
- Medical Assistant
- Human Resources

2019-2021 Digitale Transformation - neosight - France

- Scoping (Analysis of needs, objectives, processes and flows).
- Design (planning, setting up a project team, choice of tools, risks)
- Production.
- Development (workshops, drafting of specifications, development of components).
- Agile approach throughout the project (advice, recommendations, continuous improvement).

2016- 2019 Management Accounting - Secteur Industriel - France (Ciments Calcia, CNH International France, Altran)

- Mise à jour des reportings société, des tableaux de bords et KPIs (production et matières premières, coûts de transport interne et transport sur achats, coûts fixes, volumes de ventes).
- Update of company reports, dashboards and KPIs (production and raw materials, internal transport costs and transport on purchases, fixed costs, sales volumes).
- Forecast and budget. Cost accounting, analysis of variances and corrective measures.
- Management of functional overheads.
- Management of the forecast and budget for overheads for the finance function and legal entities.

2008 - 2015 Management Accounting - Secteur Financier - Switzerland (UBS, Investec Bank, Rising Tide, Barclays Bank Suisse SA)

- Deliver accurate and timely reporting for balance sheet and provisions.
- Monthly securities position reporting and reporting of breaks
- Preparation of monthly regulatory reporting (SNB statistics – liquidity, short term liquidity ratio, minimal reserves, capital adequacy, comprehensive balance sheet, interest rate)
- Group and management reporting for retrocessions and expenses
- Fee, interest, expense accruals
- Preparation of various financial reporting schedules (e.g. daily control, earning analysis)
- Collaboration in various projects (e.g. system updates, group projects, etc.)

Key Skills

Languages

Source Languages: English, French

Target languages: French, English

IT

ATS, Multiposting

Pack office (Word, Excel, Powerpoint)

Outils collaboratifs (Notion, Trello)

Assets

Esprit de synthèse et d'analyse

Goût des chiffres

Discrétion

Training

2021 - Graduate RH Assistant - Comptalia
Payroll administration

2019 - SAP Functional Consultant - Fitec

2012 – CIMA Part qualified - CIMA

2008 – Accountant Assistant Certification - ENS
Cachan