

This CV is anonymous for security purposes - In order to obtain access to this candidate, you must be an identified business

Administrative Assistant , Hotel Manager

I am looking for a job involving accountability and a degree of autonomy, allowing me to assert my coping skills, contacts my taste and my sense of hospitality.

And my experience in different societies expanded my skills in the secretarial field, accounting, sales, and information technology while avoiding specialization in a particular service.

My main attributes are: organization, responsiveness, availability, ease relational, discretion, dynamism, and a smile.

I would be very happy to meet you in order to give you more detail my motivations.

Thank you for the interest that you will bring to my candidacy, and Yours sincerely, Miss, Sir, the assurance of my respectful greetings.

Work experience

March 2007
August 2007

Controller Quality and Reviewer

Mission: Control of gas facilities for collective use in apartment buildings housing new or existing.

September 2006
December 2006

Noter

Mission: Notes counters

October 2005
July 2006

Agent dock / Delivery Driver

HEPPNER – Billère (64)

Mission: Operations for receiving, dispatching (sorting) and small parcel deliveries.

September 2004
August 2005

Seller Software / Computer Accessories

PLANETE SATURN – Wittenheim (68)

Mission: Welcome, advice and sales. Installation and management of stocks

May 2004
August 2004

Employed

LE FROID PYRENEEN - Billère (64)

Mission: Employed versatile for the Company "Pyrenean Cold - Billère (64) "
(Air conditioning and Professional Kitchen)

January 2003
May 2004

Administrative Officer

TRUFFAUT – Lons (64)

Mission: Secretary, Seizure of accounting documents, the litigation customers and suppliers.
State preparatory for payroll

July 2001
June 2003

Manager Assistant - Receptionist

HOTEL IBIS (Groupe ACCOR)- Pau-Centre (64)

Mission: Replacing the Director during his absences (no head reception here)
Management of the front and back office
Management staff schedules reception (3) and floor (4).
Control fences daily and monthly.
Held sheets situation, statistics, accounting daily handrail.
Cashing notes and deferred payments Control (Management and revival of sundry debtors).
Control and management of reservations (reservations planning and room occupancy).
Checking the serviceability of equipment.
Administrative tasks / Maintenance of standard / Operation exchange.

June 2000
June 2001

Help Accountant

Cabinet ALB Expertises & Conseils – Pau (64)

Mission: various operations
Justification and lettering accounts receivable and suppliers
Bank / Archiving
Conducted under a leave Individual Training (CIF). Stage ten weeks and two full days per week for a year.

Means: Software CEGID SICO 2

March 1998
June 2000

Receptionist

HOTEL IBIS (Groupe ACCOR)- Pau-Centre (64)

Mission: Control fences daily and monthly
Held sheets situation, statistics, accounting daily handrail
Cashing notes and deferred payments Control (Management and revival of sundry debtors)
Control and management of reservations (reservations planning and room occupancy)
Checking the serviceability of equipment
Administrative tasks / Maintenance of standard / Operation exchange

March 1998
November 1998

Auxiliary Gendarme

Brigade de Gendarmerie de Mimizan (40)

Mission: National Service

October 1997
March 1998

Night Auditor (3/4 time)

HOTEL IBIS (Groupe ACCOR)- Pau-Centre (64)

Mission: Home Customer / Maintenance of standard / Secretary
Reservations groups / individuals / companies / agencies

October 1997
March 1998

Interim (1 / 4 time)

ADECCO INDUSTRY

Mission: HERTZ - Pau (64): Conveyor of car
GIANT CASINO - Lons (64): Merchandiseur
DARTY - Lescar (64): Delivery
PALACE OF CONGRESS - Pau (64): Stevedore
TOWN OF PAU (64): Server
LOC-EXPO - Uzein (64): Stevedore
PALACE OF SPORTS - Pau (64): The organization of a sporting event
ATLAS - Idron (64): Assembler furniture

October 1996
September 1997

Employed

FOURNIE-GROSPAUD (Filiale de la CGE) – Billère (64)

Mission: Wiring, Draw cables, and various missions related to industrial projects.

May 1993
September 1996

Crewman

France QUICK – Pau-Centre (64)

Mission: Fund (suggestive sale), bathroom, kitchen
Crewman technic (Maintenance of the restaurant)

Diplomas and education

October 2001
May 2003

CNED (Poitiers)

BTS Accounting Management

June 2000
June 2001

GRETA of Pau (64)

Bachelor Professional Accounting
Conducted under a leave Individual Training (CIF)

September 1993
September 1994

University of Pau (64)

D.A.E.U. "A"
(Degree Access to Academic Studies - Equivalence Bachelor of Arts)

Computing skills

Software

Pack office (word, excel, access, powerpoint), open office

Hotelier Software (Tars - Idilor). Accounting Software (Paye Heaven, Heaven Accounting, Sales Management Heaven, Cegid Sisco 2).

Various: Blend, troubleshooting hardware and software under OS Windows, TCP / IP Internet (Computer fan and self-taught).

Language skills

English

Speaking competence: Intermediate, **Written competence:** Intermediate

Various

Miscellaneous

Music
SAXOPHONE

Sports
HANDBALL
MUSCULATION