

MURIEL ARBOIS

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69001 LYON

Tel : 06.00.00.00.00
Email :
Muriel-arbois@wabadaa.fr

25 years old

Married, one child

Driver's license

Personal vehicle

Objective: to become a new client advisor

Financial accounting /
Advise to clients in banking sector

IT and Office software

Languages

Accounting

2005

2003/2004

2002

1999

Septembre 2004 Septembre 2005

September 2005 – present

April and May 2002

July and August 2004

Septembre 2003 to June 2004

PROFESSIONAL SKILLS

- **Prospecting and client assistance**
- **Physical and telephone receptionist**
- **Marketing standard bank products**
- Pack Office: Word, Excel, Power Point, Access.
- Surveys/pollings : Sphynx Plus 2000.
- Navigating the Internet, electronic mailing, FrontPage
- **Accounting Software : CIEL Compta and Commercial, Ordicompta, Pactole, Sage Compta.**
- **Banking Software Package: Delta-Bank**
- **English: fluent** (three year period spent in the United States, from 13-16 years old)
- Spanish: basics
- **Managing client portfolios**

EDUCATION

- **Vocational degree in Insurance, Banking and Finance, major in “Financial Management and Marketing Services”** at the IUT (Institute of Technology) de Lavence -Drome.
- **Enrolled in preparation course for the DECF (Diploma of Accounting and Finance)-** Comptalia (an online training center)
- **DUT (Technical University Diploma) GEA (Business and Administrative Management) Finance-Accounting specialization.**
- Baccalaureate in Literature- Academie de Paris Creteil-Versailles.

PROFESSIONAL EXPERIENCE

Client-Advisor

- **Client Advisor-** AIBEULE Bank – LAVENCE
Marketing bank products and services to individuals. Apprenticeship contract within the framework of completing my vocational degree (3 weeks in school / 3 weeks working in the company)

Accounting

- **Accountant** – LECHIEN Firm – Lyon
2005-Managed clients portfolios (account entries, reconciliations, account clarifications).
- **8 Week internship-** SARL SOURIS – Lavence.
Data entry, archiving, updating verifying accounting books such as income statements, the balance, and a summary of debts.

Temporary and Seasonal jobs

- **Sales receptionist-** LES BOMUSCLES (fitness club) – Périgueux – Dordogne.
Welcomed club members and marketed subscriptions.
- Occasional **baby-sitting and afterschool homework**
- **Salesman** in a bookstore- Périgueux.**help.**

ACTIVITIES

Oil painting and wood carving (abstract art).
Practiced the piano 10 years (1987-1997).