

Christophe BEAUPOIL

7, Rue de la Drève

59160 LOMME

☎ +33.6.11.59.35.24

✉ cbeaupoil@gmail.com

Driving licence - Car

40 years old



Administrative, Accounting and Financial Manager

Reliability, versatility and experience capitalisation for improving your efficiency

WORK EXPERIENCE

Oct. 14 / Dec. 17
(3 years)

Administrative and Accounting Manager

RUCHES D'ENTREPRISES (Accommodation / Business Support) Turnover: 2.6 million € - Lille

- **Accounting:** Clients / Suppliers / Treasury; **Debt collection**
- **Management Dashboards; taxation:** VAT
- Preparation of **accounting situations** and accounting **audit assistance**
- **Network's support** of administrative teams at 12 sites
- **Management of an accounting Assistant**

Achievements

- Put in place and optimisation of operating procedures and work tools
- Optimisation of the efficiency of administrative and accounting management

May / July 14
(2 months)

Finance and Human Resources Manager

MAPPING SUITE (Software Edition) Turnover: 3 million € - Wasquehal

- **Accounting:** Clients / Suppliers / Treasury; **Debt collection**
- **Finance and Taxation:** accounting situations, VAT, Exchange of goods declaration
- **Human resources administration:** bills, pay roll preparation (variables), training plan

May / Nov. 13
(6 months)

Auxiliary Accountant

VIGIE VILLAGES (Security) Turnover: 9 million € - 300 employees – Villeneuve d'Ascq

- **Accounting:** Clients / Suppliers / Treasury; **Debt collection**

Nov. 05/August 12
(6 years)

Administrative and Financial Manager

PLANETE GAÏA (Consulting; Creation/integration of software) – Wambrechies - France

Accounting / Finance

- **Accounting:** Clients / Suppliers / Treasury; **Debt collection**
- Supervision and control of **accounting elements** (ledger, balance sheet, profit and loss account)
- **Financial situation:** cash management, operating account, financial analysis; **business reporting**

Management Control

Elaboration of Management dashboards, **analysis of gaps** and **recommendations**

Administrative

- **Staff Administration:** contracts, absences/paid leaves, training, bills, pay supervision
- **Management of the training centre activities**
- **Overheads management:** negotiations, follow-up of contracts, sourcing

Achievements

- Overheads reduced by more than 35%
- Implementation and optimisation of procedures and work tools

2000/2001
(6 months)

Internal Auditor – Finance Department

IMMOCHAN (Real Estate Department of AUCHAN Group) – Croix - France

- **Audit** of invoices payment: analysis, diagnosis and recommendations

EDUCATION & QUALIFICATIONS

Oct. 17/Feb. 18

English class: consolidation of B1 European scale level acquired in 2012

Oct. 11/June 13

Evening class: accounting, financial analysis, management control and payroll process – CNAM Lille

December 2003

Master's degree of Marketing Management by Quality – Skema Business School Lille - France

June 2001

Master degree of Small and Medium-sized Enterprises Management – Catholic University of Lille

Languages: French (native), English (intermediate level) - **Software:** good command of Word, Excel, Sage and Divalto

INTERESTS

Culture: exhibits, museums; **Sport:** Gym; **Reading:** thrillers; **Travelling;** **DIY**