



MELISSA BADA

MANAGEMENT ASSISTANT - ACCOUNTING

TRAINING

HELMO SAINT-MARTIN

June 2007

Bachelor's degree in Office Management, **with great distinction**

COLLEGE SAINT-LOUIS WAREMME

June 2004

Graduated from secondary school in **Economics**

PROFESSIONAL EXPERIENCES

UPTIME GROUP **Accounting Secretary**

May 2021 - today

Incoming and outgoing invoices – Mailboxes management – Invoicing of consultancy and hardware according to customer's requirements.

EYED PHARMA **Accounting Secretary**

January 2020 – May 2021

Incoming and outgoing payments – Encoding of bank statements – Purchasing invoices – Preparation of VAT returns and accounting situations – Customer follow up and payment reminders – Supplier monitoring.

UPTIME ICT **Accounting Secretary**

July 2019 - January 2020

Incoming and outgoing invoices – Support to the purchasing and quoting department – Corporate events organisation – Support to HR department – Administrative support to answer customer's special specifications (public markets).

ASIT BIOTECH **Accounting Secretary**

March 2017 - July 2019

Payments and invoicing – Encoding of bank statements – Travel and meeting organisation – Agenda and mail management – Corporate events organisation – Administrative HR support – Translations and correction of reports – Orders of pharmaceutical equipment – Contract management.

DREVER INTERNATIONAL **Administrative Secretary**

February 2008 - March 2017

Travel and meeting organisation – Agenda and mail management – Improvement of ERP – Sending drawings to US and Chinese customers – Various administrative tasks for the mechanical engineering department.

BABYLISS **Administrative Secretary**

July 2007 – February 2008

Welcoming visitors and answering phone calls – Writing of minutes of meetings – Agenda and mail management – Orders of office furniture – Various typing and translations – Files classification and follow-up.

QUALITIES

Autonomous
Reliable
Hard worker
Meticulous

LANGUAGES

French : native speaker

English : B2+

Dutch : B1

German : business correspondence,
basic knowledge

COMPUTER SKILLS

BOB50
SAGE 100C
NAVISION
ISABEL
EXCEL
WORD

CONTACT

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Driving license and car owner

28th November 1986

INTERESTS

Travels
Yoga
Meditation