

PROFILE & SKILLS

- Finance
- Asset Management
- Transversal knowledge of banking activities
- Confirmed experience in banking software
- Project Management
- Financial instruments
- Follow-up of portfolios
- Data Analysis
- Certification Simcorp Dimension

PROFESSIONAL EXPERIENCE

SEDONA GROUP

2016-2018 | Business Analyst | Edmond de Rothschild Private Bank

- Participation in the development of a major tool (PMS) dedicated to the external asset managers of the bank (Project Management)
- Analyze business requirements
- Coordination between the business (External Asset Managers) and the software provider in the development of the project
- First point of contact for business requests linked to the project
- Reporting project progress to the Program Management
- Participation in the implementation phase of the Avaloq software package used by the Group for the testing part (UAT tests and non-regression tests)
- Planning & Pilot Manager: Organization of the planning of the KBU test phases (Release, UAT and NRT) and 2nd level support to the users
- Management Reporting of test progress and defects

2016-2018 | Business Developer | Sedona Group

- Generate new business opportunities using different methods: prospecting, creating a professional network, recommendations, cold phoning
- Monitoring and retention of portfolio clients, piloting commercial propositions for our customers
- Organizing events to develop the company
- Support the Marketing team for the establishment of documentation
- Support to the HR team to find new consultants
- Setting up a new CRM system

2015-2016 | Business Analyst – Project Manager | Edmond de Rothschild Asset Management

- Troubleshooting and participation in process improvements
- Improved analysis and report generation processes
- Performance monitoring and analysis of the consistency of reports
- Maintenance of records in the database
- Support the production team Reporting on Simcorp Dimension
- Reconciliation of funds on Simcorp Dimension
- Provide level 3rd support on Simcorp Dimension (data mining, asset allocation grid, etc)
- Coordinated an automation project of weekly and monthly reports to management
- Technical support to management team on IT tools used by the bank
- Active participation in the activities of the Risk monitoring team (analysis of reports, monitoring of investment limits, etc)
- Writing functional specifications and operational flows

BANQUE PRIVÉE SYZ

2014-2015 | Consultant – Middle Officer

- Follow-up of portfolios
- Coordinate the valuation process of the bank's funds (e.g. NAV calculations, FX impact, Expenses, etc)
- Monitor the monthly processes between custodians and portfolio managers
- Update prices, set up instructions to the custodians
- Forex exposure calculation and communicated hedging instructions
- Reconciliation of the portfolios
- Investment Funds billing

UNION BANCAIRE PRIVÉE

2012-2014 | Middle Officer

- Follow-up of portfolios
- Coordinate the valuation process of the bank's funds (e.g. NAV calculations, FX impact, Expenses, etc)
- Monitor the monthly processes between custodians and portfolio managers
- Update prices, set up instructions to the custodians
- Forex exposure calculation and communicated hedging instructions
- Reconciliation of the portfolios
- Creating procedures and operational flows
- Coordinated the migration of portfolios following a new acquisition
- Coordination with members of the management team, reporting and performance

GOTTEX FUND MANGEMENT Sàrl

2009-2012 | Associate Officer, Fund Investments Department

- Follow-up of portfolios (Gottex Multi Asset Endowment, Tiger, Omega, Horizon)
- Coordinate the valuation process of Funds products (e.g. NAV calculations, FX impact)
- Monitor the monthly processes between custodians and portfolio managers
- Update prices, set up instructions to the custodians
- Produce reports and communicate them to portfolios managers
- Maintain the general ledger in a daily basis as required by accounting standards
- Generating month end balance sheet reports
- Troubleshooting and maintain accuracy of accounting system
- Maintain accurate supporting records for the entries in the general ledger
- Coordination with the other members of the Operations & Finance teams

BANQUE SCS ALLIANCE

2008-2009 | Middle Office Executive Officer

- Monitor standing payment instructions and booking of transactions
- Troubleshooting
- Maintain internal control standards, including timely implementation
- Monitor and follow-up of the execution of operations
- Set up and monitoring of standing instructions by Euroclear/Fundsettle
- Regular contacts with all involved departments of the bank
- Monitor and follow-up of the timely execution of subscription and redemption orders for mutual funds and hedge funds
- Operation and administrative support to the front office

CREDIT AGRICOLE (SUISSE) S.A.

2006-2008 | Executive Officer, Securities Department

- Setting up the interbank limits file for approval by supervisors
- Monitor standing interbank payments and set up and execute instruction transfers by Swift
- Review timely and accurate records of corresponding banks, maintain records of account invoices and corresponding banks
- Contacts and correspondence with the main counterparties and intermediaries to the bank
- Follow-up and resolution of pending issues (troubleshooting)
- In charge of mutual fund transfers for 6 months
- In charge of 10 corresponding banks client (Business Process Outsourcing)
- Operational and administrative support to the department

EDUCATION

2018-2019: AZEK – Certified International Investment Analyst – CIIA

2004-2006: Haute Ecole de Gestion Lausanne

July 2000: Swiss Maturité Fédérale, Economics Major

CERTIFICATION

February 2016: Simcorp Dimension Certification

Nov. 2015: Advanced Excel

March 2009: IFGP Wealth Management Diploma, Geneva

June 2008: CYP Diploma (CFC in banking)

LANGUAGES & IT SKILLS

French: Fluent

English: Fluent

***German:** Basic knowledge

**Ongoing refresher courses*

IT SKILLS: Winbiz | Crésus | Nucleus 09 | ISM 09 | Counterbooks | Banking softwares | HP Quality Center | S2i | Telekurs | Euroclear/Fundsettle | Plateforme Citco | Matshare (Comoda) | Investier (Sungard) | Bloomberg | Webfolio | Vestima | Apsys | Olympic | Simcorp Dimension | SQL (basic knowledge)



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