



**Anne HUGUET**  
French  
Married

### CONTACT

✉ Saint Cloud, France  
☎ +33 6 26 39 24 79  
@ anne.huguet@yahoo.fr

### EDUCATION

Master in International  
Trade and Finance from  
ESC Brest (Business  
School) in France

### SOFT SKILLS

- Dynamic
- Rigorous
- Task oriented
- Highly adaptable
- Quick learner
- Team worker

### TECHNICAL SKILLS

- Office, Loan IQ, SAGE, AX
- Aviation finance, Interests, loans, insurance
- Payment cards schemes, Incoterms

### LANGUAGES

- French: native tongue
- English: fluent
- German: basic

### INTERESTS

Pilates (Mat teacher)  
Travels

## CAREER PROFILE & OBJECTIVES

Motivated and hard-worker, I am keen to secure a position in the discipline of banking where I can use my knowledge received through my education combined with my extensive experience in France as back-officer and middle-officer and in the U.A.E. as customer service specialist.

## PROFESSIONAL BACKGROUND

### BNP PARIBAS CIB – Middle-officer in Aviation Finance

2017 - today

Paris, France

- Support the front-officers in Paris and Singapore regarding the setting-up of new financings by checking the documentation and the insurance clauses
- Organize the closings with the back-office, the manufacturers and the clients (payments, fund flows, calculation of interest and fees)
- Create internal documents to help the back-office for the daily management of the deals
- Control the KYC and record the different guarantees (mortgages, deposits)

### OBERTHUR TECHNOLOGIES – Customer Service executive

2015-2016

Payment unit - Dubai, UAE

- Managed orders execution from customer call-off up to invoicing
- Followed progress of orders in coordination with all internal departments (Manufacturing, Service Centre, Sales, Technical Support)
- Coordinated with Visa and MasterCard for approval of payment cards designs
- Supported Sales teams by providing regular customer feedbacks and revenue reports

### INEXIS DMCC – Import-Export coordinator

2014 - 2015

Dubai, UAE

- Placed order to suppliers in the management system (Sage) as per Incoterm
- Supervised execution of orders (production, dispatching, clearance, delivery)
- Invoiced customers and followed respect of payment terms
- Organized overseas shipments with freight forwarder in France
- Checked the documentation (Invoices/Packing lists/BL/Customs declaration/LC)

### BNP PARIBAS CIB – Middle-officer in Aviation Finance

2013 - 2014

Paris, France

- Controlled accuracy of the documentation (financial aspects, mortgages, insurance clauses) in coordination with front officers, external lawyers and insurers
- Administred the deals (closing organizations, portfolio followings, risk authorizations, funds flow, cash deposits)
- Provided operational instructions to back offices (Paris, Singapore, New-York)
- Checked and recorded the different guarantees for each aircraft

### BNP PARIBAS CIB – Back-officer in loan administration

2006 - 2013

Paris, France

- Managed structured finance credits operations from signing until full repayment for several business lines (LBO, aviation, shipping, media and energy & commodities)
- Recorded new deals, commitments and syndicated loans into the relevant internal booking tools (Loan IQ)
- Handled syndicated bank loan operations (pool / closing / funds flow / notices)
- Conducted compliance check between legal documentation and internal process