

Christelle KOULA

Paris, FRANCE

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Born on February 16, 1983

Commercial

SKILLS

❖ Administratif Domain

- Telephone and physical reception
- Receiving and sorting mail
- Creation of files
- File classification/Archiving
- sending letters
- organization of meetings

❖ Legal and tax matters

- Drafting of documents
- Drafting of various letters addressed to judges
- Seizure of tax returns and various declarations to be sent to the tax office

EXPERIENCES

Sept 2024-June 2025 **Customer Relations Officer** – BV- Tours

Oct 23-April 2024 **Bank Collection Officer** – Iqera Services /Carrefour Banque– Tours

May-Sept 2023 **Administrative Agent** – Conseil Départemental Indre et Loire – Tours

March 2023 **Contributor relationship manager** – Urssaf Centre Val de Loire – Olivet

June-Sept 2022 **Telephone advisor** – CPAM Tours

2019-2021 **Litigation Manager**– RSI Ile de France- Paris

March-May 2016 **Administrative Agent**– RSI BRETAGNE – Paris

January 2015 **Career Integration Advisor** – Boissy Saint Léger

2012 - 2013 **Legal assistant**, Notaries office, Rennes

2012 - 2013 **Administrative Agent**, Rennes Town Hall, Mayor's office

2011 **Legal Secretary**

Law Firm - Chauvin-Debroise , Rennes

Law Firm- FIDAL, Rennes

EDUCATION

2014 - 2015 **Higher Education**

2003 – 2004 **Legal Secretary Training**

2001 – 2003 **Professional Baccalaureate in Secretarial Professions**

Computer science Software proficiency Word, Excel, Powerpoint, Clor Open. Common Internet Use

Interests Decoration, cook, to travel, human psychology

