

# Manuella NGANOU KOUTOUZI

<http://manuella.koutouzi.netcv.fr>

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59650 Villeneuve d'Ascq - France

23 years old

## Engineer Project Leader & Master E-Business and Mgt of Trade

### Professional Experience

#### Project Engineer

Since December 2006

**AXEN**

Belgium

#### Project Support Officer at Euroclear in the department Legacy Roadmap Services ( 400 persons)

Direct interlocutor of the department head, I have to ensure that the guidelines are correctly respected.

I am responsible of the management and coordination of project (I support Project leader from the begin until the completion of their project by providing them with some indicators to maintain a good quality on their projects and by ensuring the good follow up on every project and by realising different checks required by the guidelines of Euroclear) I train, coach and do an induction to new project leaders on tools and things expecting from the direction of Euroclear and by myself

Responsible of budget of the Maintenance department I train new comer who is doing the same function as me

I realise monthly reporting with project leaders to inform the direction of Euroclear of its project evolution( budget, planning, scope, resource, risks, problem explanations)

Report on Risks, Issue, change request, I track, time spent, potential lack of human resources involved in the project.

Follow up of the quality evolution of a project(Sign off, naming convention ...)

Organisation of monthly meeting with the project leader to emphasize the quality of project plan (overstaffing, contingency, generic Resources ...)

#### IT Administrator

From August 2005 to January 2006

**Bacharach Europe**

United Kingdom

I am realising the company's intranet (design and functions) by using HTML, PHP, Javascript, XML, Mysql program, improving the company website and participating of the migration of the new software responsible for the company's administration ( by adapting it to the need of the company, or the users, putting rights, authorization...), I am also a system and network administrator(I configure/install/and maintain the network, give rights, look after the mail and user account, manage the security aspects ...)

#### Communication Multimédia Responsible

From January to April 2005

**Science Economic Faculty of the Catholic University of Lille: Communication Department**

France

I improved the website design (<http://flseg.icl-lille.fr>), set up graphics and animations, created a CD rom, and created a brochure, which deals with all the courses, proposed by the university.

#### Environment Training

From August to August 2004

**EDF(Electricité de France) - Environment Group**

France

I participated in a project linked to "The impact of the release of radioactive elements on the environment by the 19 nuclear plants of EDF". I carried out some studies, and I worked in a lot of digital values in order to make a report.

#### Network and Telecommunication Training

From May to July 2004

**City Hall of Villeneuve d'Ascq : Computer Service**

France

I set up and configured a tool enable to test, observe and generate some graphs in realtime about the network performances. I wrote the installation guide. And I created a webpage to accommodate the graphs.

### **Management Training placement**

**Catholic University of Lille :  
Human Resources Department**

France

**From May to July 2003**

This period was extended to enable me to carry on with the study of new software. I set up a system of management of hours and payment of people in charge of teaching each of the departments and studied the costs related to the installation of a new grid of tariffs for teachers.

### **Company discovery Training**

**Auchan V2, hypermarket**

France

**From November 2002 to January 2003**

I analysed the complete product cycle from purchase to distribution in the music and video, cassette section of store, I took part in some entertainments, encouraged sales. I was in charge of products from the delivery from the suppliers to the setting of the goods. I have lot of experience in customer service such as dealing with complaints. I have experience of using till systems.

## **Education**

### **Master's degree in Global E-business and Management & Trade of business at**

**University of Lille 1**

France

**December 2007**

<http://global-ebusiness.univ-lille1.fr>

### **Engineer Network and Telecom**

**Télécom Lille 1**

France

**June 2007**

<http://www.enic.fr>

## **Skills**

### **System & Network**

DNS, DHCP, SNMP, VPN IPsec/SSL, Wifi, cryptography, Petri Network, MRTG, Firewall, Ldap, IDS/IPS, Radius ....

### **Micro Computing**

WINDOWS, DreamWeaver MX, Access, language C, LINUX and Adobe Illustrator, Frontpage, flash

### **Web**

HTML, PHP, XML, Javascript, Mysql, PHP, PHP5, Mysql, Open Laszlo, Flash, JavaScript

### **Multimédia**

Interface Human Machine, OpenGL, W3C, Compression and image processing (MATLAB), Images synthesis and modeling of 3D scenes (POVRAI, KPOV Modeler), VRML

### **Management and Trade**

Information Technology marketing, GANTT, PSN (= Ms Project), Finance, Incoterms, Project Management, WBS, PERT, Database, Benchmarking, Coaching, knowledge Management, Business indicators, risks' anticipation and measurements, project's quality.

## **Languages**

**French**

**Native language**

**English**

**Fluent**

I have the First certificate, the ESOL and TOEIC

**German**

**Average**

## **Personal Interests**

### **Sport**

I have played basketball in the ESBVA club for 9 years,  
I have taken part to hip hop performances

**Leisure**

I enjoy singing jazz, blues, R&B and soul and I have performed in a cabaret

**Association**

I realised a website for an association called **IDEAL**, Initiatives pour le Développement Economique en Afrique – Lille (Initiatives for the Economic Development in Africa – Lille):  
[www.idealasso.org](http://www.idealasso.org)