



NorbertWEKE

Date of birth31/12/1963 | **Nationality**French | **Gender**Male | (+33) 745431218 |

norbertweke63@gmail.com | Skype: wenorbert |

66 rue du Général de Gaulle, 57330, HETTANGE-GRANDE, France

About me: Rigor, autonomy and team spirit. Holder of a Master's degree in business law: Financial Security from the University of Strasbourg in 2018; A Certificate of financial investigations; An A.M.F Certification and team management testimonial.

● WORK EXPERIENCE

01/03/2020 - 31/03/2020

REGIONAL ADMINISTRATION INSTITUTE (METZ-FRANCE)

PUBLIC ADMINISTRATION OFFICER

intern state administrative attaché in charge of legal and financial affairs . Advisor to the director of studies and human resources.

06/05/2021-15/02/2023

OneForma by Centific Global Solutions INC

Freelance

Moderate contents french on requests and also evaluate the maps for the Centific Community AI .

01/03/2020 – 31/03/2020 – Lisbon, Portugal

CUSTOMER ADVISOR – SITEL

French and english markets complaint calls advisor for AirBnB at SITEL - Lisbon

Missions: Be in charge of identifying the different types of frauds and the means used to commit them and take the appropriate decisions to solve them. Monitoring money laundering by hosts and guests..

01/01/2019 – 30/06/2019 – Luxembourg, Luxembourg

COMPLIANCE OFFICER – ING LUXEMBOURG BANK

Monitoring wholesale, retail and private banking customers.

Screening customer onboarding through World-check system, analysing post trading clients with File Filter Fircosoft.

Wolfsberg correspondent banking due diligence questionnaire

Establishing AML letters and Wolfberg Client Due Diligence Questionnaire.

Realized analysis of politically exposed persons PEP and corporations.

Summary of the order implementing the law of 13 January 2019 on the register of beneficial owners of the Grand Duchy.

Risks | Financial and insurance activities | 26 rue de la Gare, L 2965 Luxembourg, Luxembourg, Luxembourg

20/03/2018 – 18/07/2018 –

**INTERSHIP FINANCIAL INVESTIGATIONS – EUROPEAN COLLEGE
OF FINANCIAL INVESTIGATIONS AND CRIMINAL
ANALYSIS (CEIFAC)**

Participated in the training and researching program at the European College of Financial Investigations and Financial

Criminal Analysis

Realized a summary of the hearings of joint commissions: Finance and Law of France National Assembly held from 16 th January to 3 May 2018 on prosecution proceedings of tax offenses: "Bercy Lock" "Le Verrou de Bercy"

06/08/2018 – 04/11/2018

SALES AND ADVICE AGENT – LIP TERTIAIRE 3

Bicycle rental and subscription sales to users.

Present the system of the bike without chain and inform customers of the different articles on sale.
Establish leases and manage cash.

Dijon, France

14/05/2018 – 18/06/2018

ENGLISH TEACHER – ACADÉMIE DE STRASBOURG

Teaching of english language as foreign language to students of Adrien Zeller High School - Bouxwiller Bas-Rhin
Bouxwiller, France

02/10/2002 – 30/09/2017

SECURITY AGENT – SECURITAS FRANCE SARL
Surveillance of property and people.

Entrance and exit filtering of corporation and European Parliament in Strasbourg day and night.

Strasbourg, France

● **EDUCATION AND TRAINING**

01/03/2023 – 31/08/2023 **IRA de Metz**

Regional Institute or Public Administration

Studies: Trained as an IRA administration public officer in Metz. Produce a thesis on social benefit fraud and a report commissioned by an administration, namely the green spaces department of the Strasbourg Eurometropolis. In-depth phase subjects: management, resource management and legal, public finances and administration

23/09/2019 – 11/10/2019 – **Strasbourg, France**

TEAM MANAGEMENT – Confluence Formation

Team management, Public speaking and assertiveness, Role and missions of a manager, Transversal management (directive, persuasive, delegative and participating management), Applied communication.

Studies: Summary analysis, Civil procedure, Tax system, The law of obligations, Public Freedom and fundamental rights, English.

07/09/2015 – 14/09/2018 – Strasbourg, France

MASTER BUSINESS LAW: FINANCIAL SECURITY JURIST – University of Strasbourg

Studies: Compliance and non compliance in banks, enterprises and insurance companies. Accounting criminal law, Tax criminal law, Banking and financial criminal law and Computer fraud.

Masters dissertation on passiv public agent corruption

Internship report on the different hearings of the joint commissions: Finance and Laws of France National Assembly held from 16th January to 3rd May 2018 on prosecution proceedings on tax offenses: "Bercy Lock" "Le verrou de Bercy"

EQF level 5

08/04/2018 – 21/04/2018 – Strasbourg, France

PARTICIPATION TESTIMONIAL – European College of Financial Investigations and Criminal Analysis (CEIFAC)

Participated in the training and research program on financial investigations and financial criminal analysis.

31/01/2018 – 05/04/2018 – Paris, France

AMF (FINANCIAL MARKET AUTHORITY) CERTIFICATION – CFPB: Higher School of Banking

Regulatory knowledge of the different financial market operators.

05/09/2016 – 29/05/2017 – Strasbourg, France

DU: LEGAL ENGLISH UNIVERSITY DIPLOMA – University of Strasbourg

Studies: British labor law, companies law and private international law in Britain. EQF level 4

03/09/2012 – 30/06/2015 – Strasbourg, France

BACHELOR'S DEGREE IN LAW – University of Strasbourg

Law of companies 1&2, Law of obligations 1&2&3, Penal procedure, EU legal system, Individual and collective labour relations, Public international law, Tax law, Business law, EU Institutions law and Procedural law.

EQF level 3

06/09/2010 – 30/06/2012 – Strasbourg, France

CERTIFICATE IN LAW STUDIES – University of Strasbourg

Studies: Public law, Business law, Private law, Labor law and Marital and Inheritance law.

EQF level 2

09/08/1999 – 22/06/2001 – Ludwigshaffen, Germany

EUROPEAN GERMAN LANGUAGE CERTIFICATE (LEVEL B1) – Ludwigshaffen Volkshochschule

General knowledge of german language.

German language in enterprises and understanding journalists commentories.

LANGUAGE SKILLS

Mother tongue(s): CH

FREN Other

language(s):

UNDERSTANDING

SPEAKING

WRITING

Listening

Reading

Spoken production Spoken interaction

GERMAN

B1

B1

B1

B1

B1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

ORGANISATIONAL SKILLS

Aptitude of team management with different management system such as directive, participating, persuasive delegative with more attention to lean management. Use of different managerial tools for the accomplishment any mission

Rigor and perseverance in any mission with a very high team spirit.

JOB-RELATED SKILLS

Job-related skills

Due diligence in enterprises, banks and insurance companies. Risk management, ethics charter, risk mapping and code of conduct.

Mastery of various French regulations, European and international concerning banking and insurance; Solvency 2 and 3, 4th and 5th EU Directives, Basel 2 and 3, FCPA, FATCA, AML/CFT.