



DECLICC

## Operational right hand

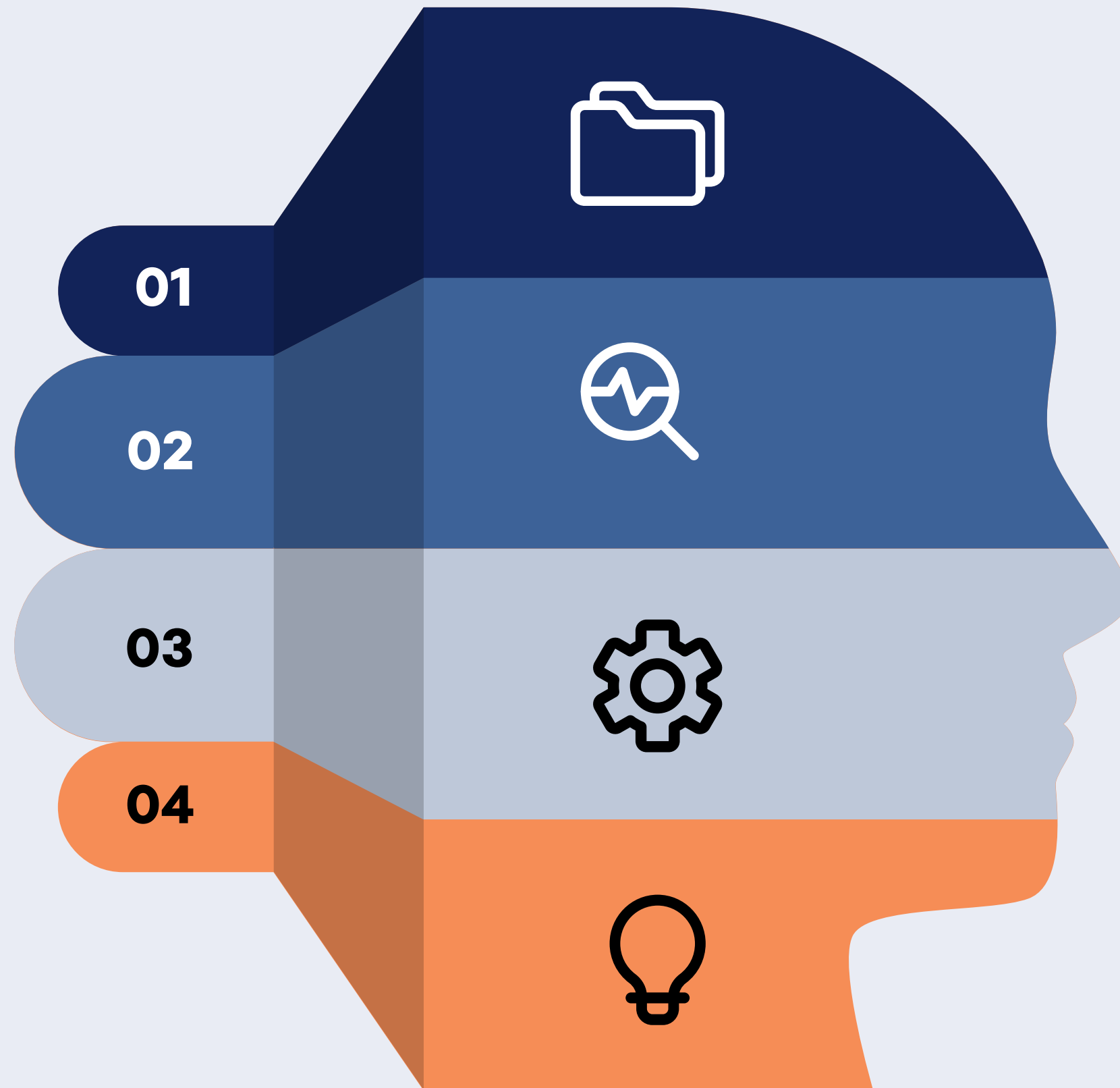
### **My commitments:**

Streamline your  
professional day-to-day  
&  
be present at your side

At the heart of **operations** within financial and fiduciary environments, I have built a firm **conviction**: it is often necessary to **surround** yourself with someone who **rolls up their sleeves alongside you**.

This is how **DECLICC** came to be — a fusion of my versatile background and who I am. This **independent activity** is your external, neutral and rapidly deployable **operational right hand**, bringing **clarity** and **serenity** to your organisation.

**Moving forward, getting things done and being fully committed** — this is what has defined me for over 20 years.



## I work across 4 key areas

for private clients, SMEs, fiduciary companies and financial institutions

### **Organisation & coordination**

File management, concierge services, liaison with your providers and partners (private clients & SMEs)

### **Executive support**

Preparation, attendance and follow-up of your meetings

### **Administrative governance support**

Documentation, minutes, decision tracking





### **IT & HR projects**

Facilitation of tool implementation (software, business applications), Trusted Person in the Workplace scheme (PCE – *Personne de Confiance en Entreprise*), cross-functional project follow-up



# My engagement models

I adapt to your needs and your pace, with several formats available

 <b>One-off engagements</b>	 <b>Fixed-fee packages</b>	 <b>Operational subscriptions</b>	 <b>Recurring mandates</b>
<b>Invoicing</b> <ul style="list-style-type: none"><li>• on time spent</li><li>• hourly</li><li>• half-day</li><li>• full-day rate</li></ul>	<b>Agreed amount</b> <p>Based on the scope of my involvement</p> <p><i>(e.g. for meeting organisation or project follow-up)</i></p>	<b>Regular involvement</b> <ul style="list-style-type: none"><li>• ½ day per week</li><li>• or 2 days per month</li></ul>	<b>Specific offerings</b> <ul style="list-style-type: none"><li>• Implementation of a Trusted Person in the Workplace scheme (PCE)</li><li>• team training</li><li>• external PCE mandate</li></ul>
<a href="#">Find out more</a>	<a href="#">Find out more</a>	<a href="#">Find out more</a>	<a href="#">Find out more</a>



### Office manager

Organisation  
Consistency  
Follow-up

### HR manager

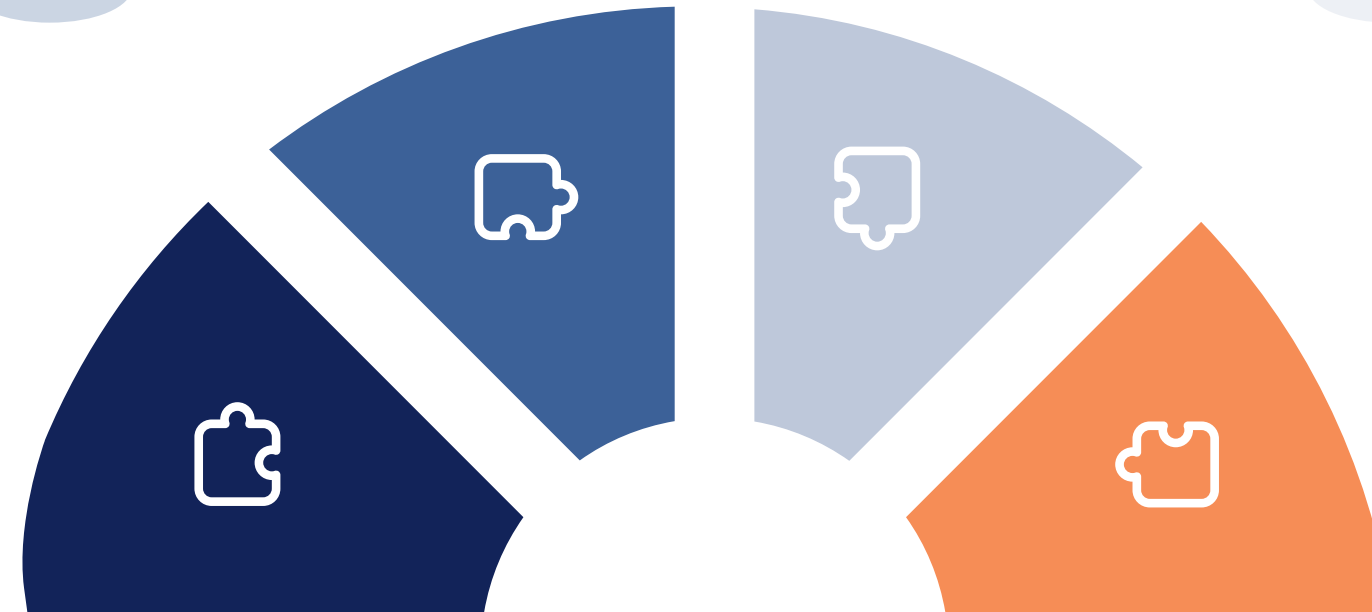
Bridging communication  
Support & Coaching  
Training

### Executive assistant

Trust  
Rigour  
Confidentiality

### Operations manager

Project management  
Solution-oriented  
Versatility



## Who am I?

Background / Skills / Values





Let's move  
forward together!

Contact me:

Caroline Commergnat



**01**

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**02**

**Email | Website**

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**03**

**Video call**

Let's schedule a time



**04**

**Languages**

French - English



**05**

**Response**

Within 24 hours