EDUCATION

Work experience

WenfengYu

Objective: Bank Teller



**Bank of China**

Customer service

* Providing custom service including 7\*24 financial consultations, trading assistants, Q&As and customer cares through telephone and internet.
* Abiding the regulations and working closely with the operating administration and other co-workers.

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Phone

1350013XXXXXX

Email

XXXXXXXXX@qq.com

AddressGuangzhou, Guangdong Province

Me

**Sun Yat-sen University**

Accounting (Bachelor)

Western economics, accounting computerization, marketing, intermediate financial accounting, advanced financial accounting, international finance.

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* Abiding the regulations and working closely with the operating administration and other co-workers.
* Familiar to counter business and able to operate counter business independently.
* Acknowledged CCBP, insurance agent license and on top of knowledge on funds, insurance and financing.
* Skilled in cash counting and bill printing.
* Abilities in English and logical thinking and strong sense of teamwork.

PRO SKILLS

* Qualification Certificate of Junior Accountant
* Qualification Certificate of Accounting Profession
* Having passed the English test of Certified Management Accountant (CMA)P1
* Certificate of Level 2 in National Computer Rank Examination

certificate

2015.07-2015.09

2015.07-2015.09

2015.07-2015.09

2012.09-2016.06

2012.09-2016.06

I’m familiar to related regulations and institutions, thus able to control the risk of bank operation.

Consequently my positive attitude and strong ability of learning led to my outstanding academic achievement.

With a creative and dynamic mind, I’m keen on attending social practice and volunteer work with a quality of hardworking and rigor.

Last but not least, I’m always honest by sticking to my promise and always willing to communicate with others or to help them with a great sense of teamwork.

About me