

**PROFILE**

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.

**Special Skills**

**Professional Skills:**

Being familiar with accounting theory

Mastering share option,futures and foreign currency hedge.

Mastering risk management.

Grasping balance sheet,cash flow report and other financial statements.

**Language Proficiency:**

Excellent reading and writing ability, good listening and speaking ability.

IELTS 6 points.

**SOCIAL**

xxxxx.com

xxxxxsucai.com

www.xxxx.me

www.xxxxxcom

**CONTACT ME**

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310xxxx@qq.com

service@xxx.me

HuangCun, Tianhe District

Guangzhou, Guangdong

**EXPERIENCE**

**ICBC | Bank accounting and teller** (2016.01-2016.06)

Responsible to consuming and safekeeping of cash for operating, documents of values and important blank vouchers including bankbooks, deposit receipts, while dealing with registration of cash teller, important blank vouchers and documents of value.

**Bank of China | Customer service**  (2015.07-2015.09)

Providing custom service including 7\*24 financial consultations, trading assistants, Q&As and customer cares through telephone and internet.

In the cases of which clients’ problems could not be solved online, transfer the information to the back staff to settle, and track the settlements before communicating with the clients

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Providing custom service including 7\*24 financial consultations, trading assistants, Q&As and customer cares through telephone and internet.

**EDUCATION**

**Sun Yat-sen University | Accounting** (2012.09-2016.06)

Major: western economics, applied economics, accounting computerization, financial management, marketing, economic law, intermediate financial accounting, advanced financial accounting, cost accounting, management accounting, auditing, international finance.

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Photoshop

Illustrator

Dreamweaver

Aftereffect

Ms Word

Ms Excel

**SKILLS**

Photoshop

Illustrator

Dreamweaver

Aftereffect

Ms Word

Ms Excel

**Bangongziyuan**

Objective: Bank Teller