

**HOBBIES**

Movies table tennis music travel

**Software skills**

Photoshop

Illustrator

Dreamweaver

Aftereffect

Ms Word

**Awards and Certificates**

**Awards:** Awarded as the Excellent Student during the undergraduate period;

**Certificate:** National Computer 2 level test, accountant qualification certificate, driver's license;

**EDUCATION**

**Sun Yat-sen University | Accounting 2012-2016**

Intermediate financial accounting, advanced financial accounting, management accounting, auditing, international finance.

**Sun Yat-sen University | Accounting 2012-2016**

Intermediate financial accounting, advanced financial accounting, management accounting, auditing, international finance.

**Sun Yat-sen University | Accounting 2012-2016**

Intermediate financial accounting, advanced financial accounting, management accounting, auditing, international finance.

**SPECIAL SKILLS**

**Professional Skills:**

Being familiar with accounting theory

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.

Chinese (fluent in Cantonese, Hakka and Putonghua)

**work experience**

**ICBC | Bank accounting and teller**  2015-2016

Responsible to consuming and safekeeping of cash for operating, documents of values and important blank vouchers including bankbooks, deposit receipts.

**ICBC | Bank accounting and teller**  2015-2016

Responsible to consuming and safekeeping of cash for operating, documents of values and important blank vouchers including bankbooks, deposit receipts.

**Bank of China | Customer service** 2015-2016

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.

**Bank of China | Customer service** 2015-2016

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.

**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.

Phone: 13500XXXXXX

E-mail: service@XXXXme

Address: HuangCun,Tianhe District, Guangzhou, Guangdong

**Bangongziyuan**

Objective: Bank Teller