

**WORK EXPERIENCE**

2015-2016

**Bank of China | Customer service**

Abiding the regulations and working closely with the operating administration and other co-workers.

2014-2015

**ICBC | Bank accounting and teller**

Responsible to foreign deposit and interest calculations, computerized accounting, printings of vouchers, bankbooks, deposit receipts and cash collecting and paying.

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**EDUCATION**

2012-2014

**Sun Yat-sen University**

Accounting

**PRO SKILLS**

Familiar to management regulations and documents issued by People’s Bank of China on micro and massive payments, the measures for the administration of the settlement account, the anti-money-laundering law, foreign exchange control law and the law of bill etc,.

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.

**Software skills**

Responsible:

Organized:

Cooperative:

Learning:

Photoshop:

Illustrator:

MS Office:

Date of birth: 1996.12

Phone: 1350013XXXXX

E-mail: service@XXXX.me

Address: HuangCun,Tianhe District, Guangzhou, Guangdong

**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.

Bangongziyuan

Objective: Bank Teller

**Language Certificate**

* ENGLISH
* Cantonese
* Mandarin
* CCBP
* Insurance agent license
* CET-6
* Accounting certificate
* Driver's license

**HOBBIES**

Movies **/** table tennis **/** music **/** travel **/** photography **/** reading