

**bangongziyuan**

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**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.

**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, while dealing with registration of cash teller, important blank vouchers and documents of value.

**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.

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**HOBBIES**

**CERTIFICATE**

* Qualification Certificate of Junior Accountant
* Qualification Certificate of Accounting Profession
* Having passed the English test of Certified Management Accountant (CMA)P1

**SPECIAL SLILLS**

Responsible

Organized

Cooperative

Learning

**INFORMATION**

Birth date:

August 10, 1989

Mobile:

135001XXXXX

E-mail:

service@XXXX.me

Living place:

Guangzhou, Guangdong

**EDUCATION**

**Sun Yat-sen University | Accounting / 2012 - 2015**

accounting computerization, financial management, marketing, economic law, intermediate financial accounting, advanced financial accounting, cost accounting, management accounting, auditing, international finance.

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