

**bangongziyuan**

**EXPERIENCE**

**2015.07-2015.09**

**Bank of China | Customer service**

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

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**GET INTOUCH**

**Birthday:** August 10, 1989

**Mobile:** 135001XXXXX

**E-mail:** service@xxxx.me

**Living place:** Guangzhou, Guangdong

**SKILLS**

PHOTOSHOP

ILLUSTRATOR

HTML & CSS

JAVA SCRIPT

Office

**Language**

Mandarin English Korean

90%

90%

90%

**HOBBIES**

Movies table tennis music

Travel photography reading

**PROFESSIONAL EXPERIENCE**

**2010 - 2011**

**ICAST | Administrative Intern**

Served as the first point of contact for students, faculty and staff requiring assistance with supplies, classroom materials and general questions. Completed expense reports and scanned in documents.

**CERTIFICATE**

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

**SPECIAL SKILLS**

Being familiar with accounting theory

Mastering share option, futures and foreign currency hedge.

**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.

**EDUCATION**

**2012.09-2016.06**

**Sun Yat-sen University | Accounting**

Western economics, applied economics, financial management, auditing, international finance.

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