Bangongziyuanwang

Objective: Business Analyst

**Birthday:** August 10, 1989 | **Mobile:** 135001XXXX | **E-mail:** service@XXXX.me

**RESUME**



August 10, 1989

1350013XXXX

service@XXXX.me

Guangzhou, Guangdong

Bangongziyuanwang

Objective: Business Analyst

**EDUCATION**

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

Western economics, accounting computerization, marketing, intermediate financial accounting, advanced financial accounting, international finance.

**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.

Mastering risk management.

**JOB EXPERIENCE**

**2015.07-2015.09 Bank of China Customer service**

**Job description:**

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

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**ABOUT ME**

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.

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**COVER LETTER**

Respect leadership:

　　First, extends the deep respect to your industrious work, in spite of being very busy very thanks you to glance through my material. Also hoped that it can open the opportunity and the success gate of for me.

　　My name am ni xx, is the foreign language foreign trade training college international trade specialized 06 sessions of graduates. The graduation in namely, is facing the future and enterprise"s choice, i the position which provides to your firm is interested very much.

　　“in the work the academic society work, the academic society studies in the study”. three year university life, i record “one point to do farm work sincerely frequently, one point harvest” the maxim and loves the hillock professional spirit, and merges it to the study and the work. three year study, i mainly studied foreign trade shan zheng to study, curricula and so on economic, accounting, market marketing, international trade and practice, foreign trade letters and telegrams, international commerce english, through the international trade practice"s study and the practice, caused my to further be familiar with the foreign trade service detailed flow, while learned the specialized knowledge, i have also studied computer"s related knowledge, could utilize office series office softwares well and so on word, had the good team spirit and the very strong sense of responsibility, could bear hardships and stand hard work, honestly, is self-confident, is professional.

　　As a graduating university graduate, i also lack the rich work experience, but i will work even more diligently, will enrich themselves and consummates unceasingly. Simultaneously also believed that through own diligently the help which can provide with your firm, i can be competent this work and with your firm together diligently, promotes company"s enterprise unceasing development forward. Even if your firm thought that my present condition has not met your requirement, i will pay attention to your firm"s development as always, and expresses i sincerest wish!

　　“the sea depends on the fish dive extravagantly, day gao renniao flies.”i hoped earnestly your firm can give me an opportunity, i take the work filled with warm, the rigorous practical work will serve as the company

　　Sets sail, depends strength of your east wind. Will be anticipating your soon answer!

　　I herewith offer

　　Salute!

Thank you for reading