**Birthday:** August 10, 1989 | **Mobile:** 1350013XXXX | **E-mail:** service@XXXX.me

C/V



Mobile: 1350013XXXX

Email: service@XXXX.me

 Location: Tianhe District, Guangzhou, Guangdong

bangongziyuan

**EDUCATION**

**Sun Yat-sen University | Accounting (Bachelor) SEP 2012 - JUL 2015**

Major: western economics, applied economics, accounting computerization, financial management, marketing, economic law, intermediate financial accounting, advanced financial accounting, cost accounting, management accounting, auditing, international finance.

**EXPERIENCE**

**ICBC | Bank accounting and teller SEP 2016 - Present**

* Responsible to foreign deposit and interest calculations, computerized accounting, printings of vouchers, bankbooks, deposit receipts and cash collecting and paying.
* 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.
* Dealing with balance accounts and printing their bills, clearing and checking cash holdings, important blank vouchers and documents of value, storing after checking business chops, then seal the previous materials under the supervision of integrated tellers and transfer the data of accounts including vouchers to the integrated teller before the shift.

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

* 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.

**Special Skills**

**Professional Skills:**

* Being familiar with accounting theory
* Mastering share option,futures and foreign currency hedge.
* 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)

**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.

**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;

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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 taking the time to read**

C/V