**BanGongZiYuan**



Guangxi,Member of CPC, 15700XXX000, xxx@163.com

**PROFILE**

I’m familiar to related regulations and institutions, thus able to control the risk of bank operation. 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. With a creative and dynamic mind, I’m keen on attending social practice and volunteer work with a quality of hardworking and rigor.

**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)

**Activities**

**2015.02-2016.08 Sun Yat-sen University Sydney, Australia Member**

* Responsible for weekly meeting materials classification, filing; as well as meeting minutes, dept. work plan and summary with. Deliver message of 6 Depts., coordinate and track activities of different depts. daily working time reached 6H to ensure meetings smooth
* Collect potential sponsor materials through face to face or telephone communication etc. Analyze the materials thru excel with the report reaching.
* Further communicate with filtered potential sponsors according the analysis, and finally established cooperation with targeted sponsors

**EXPERIENCE**

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

* 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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**EDUCATION**

**2012.09-2016.06 XXXXX University Accounting (Bachelor) Sydney, Australia**

**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.