
BO PENG

24-3001 7th Street E., Saskatoon, SK S7H1B2 | | C: (306)241-6869 | pengboadam@hotmail.com

Summary

Motivated and reliable office administrative professional with diversity skills.

Highlights

- Advanced Excel spreadsheets knowledge (VBA programming, Pivot Table, Function Tools)
 - Advanced MS Office Suite knowledge
 - Data Base Management (MS Access & SQL)
 - Data Analysis
 - Bookkeeping
 - Schedule Management
 - Financial Statement Analysis
 - Regulatory reporting
 - ERP (Enterprise Resource Planning) Software
 - Communication Skills
 - Deadline-oriented
-

Experience

Administration Manager Assistant & IT Manager

09/2012 to 06/2014

Huajianlian Cost Engineering Ltd.

Beijing, China

- Coordinated all department functions for team of 50 employees.
 - Prepared monthly and annual expense forecasts, including any necessary recommended action required to manage costs to achieve budget.
 - Supplied detailed tax documentation needed to submit accurate corporate returns.
 - Performed debit, credit and total accounts on computer spreadsheets/databases, using specialized accounting software.
 - Created and maintained spreadsheets using advanced Excel functions and calculations to develop reports and lists.
 - Prepared financial and regulatory reports required by directors.
 - Created databases and spreadsheets to improve management and reporting accuracy.
 - Developed more efficient filing systems and customer database protocols.
 - Designed, implemented and maintained company databases.
 - Led cross-functional team to share technology across departments to improve operational efficiency.
-

Education

Canadian Security Course (CSC)

2012

Bachelor of Commerce: Finance

Edwards School of Business, University of Saskatchewan

2012

Saskatoon, SK