

ZOU Jing

Gender: Female

Date of Birth: 22th, December 1989

Place of Birth: Wuxi, Jiangsu Province

Nationality: P. R.C.

Address: Flat RA, 32/F, Tower 10, La Splendeur, Lohas Park, NT, Hong Kong

Phone: (852) 5985 1628 ; (86) 18800569381

E-mail: zoujingcrystal@163.com

Education

The Hong Kong Polytechnic University (Sep.2012-Nov.2013)

Major: Master of Professional Accounting (GPA: 3.0)

Northwood University (Sep.2011-June.2012)

Major: Business Administration- Accounting

(GPA: 3.53 /4.00)-Dean's honor

Lambton College (Sep.2008 – June.2011)

Major: Business Administration- Accounting

(GPA: 3.96 /4.00)-Dean's honor

Honors:

- Winning the Merits Student of Jiangnan University
- The First-prize scholarship in the college (third)
- The Second-prize scholarship in the college (five times)
- Winning the Excellent League Member of Jiangnan University
- Wining the champion in the First Knowledge Competition – Lambton College
- Outstanding Student in Jiangnan University

Working Experience and internship

- **May.2015 –until now** **Hong Kong**
MCP Group-Millennium Fund Services (Asia) Limited
Position: fund accountant
 - Maintenance of the full books of accounts for the daily hedge fund, weekly fund of fund, monthly hedge fund, including preparation & review of the valuation NAV reports,
 - Monitor cash activity of the fund including cash transfer, subscriptions, redemptions and distributions process,
 - Conduct anti-money laundering checks and relative KYC checks, and handle investor communications,
 - Prepare financial information and schedules for audit purposes, review draft financial statements and liaise with auditors to ensure timely completion of audits,
 - Maintenance the client relationship, answer the clients' inquiries and provide the consultancy to clients,
 - Assist in training and evaluating the junior team members to adapt to the working environment.

- **Dec.2013 –April. 2015** **Hong Kong**
Conson Accounting Limited
Position: semi-senior accountant and auditor

 - Complete the whole accounting procedure and workings independently,
 - Analysis the accounting and industries indicators, fill in the tax computation,
 - Complete the audit reports and financial statements of private companies independently.

- **Jan.2012 - Feb.2012** **Nanjing, China**
Deloitte Touche Tohmatsu Limited
Position: audit intern

 - Double entry the accounting workings and audit sections,
 - Bank confirmation controls,
 - Stock-take and complete the stocktaking report.

- **May.2011 - July.2011** **Wuxi, China**
New Oriental Training School
Position: English Teacher

 - Teaching CET-4 to the university students,
 - Improve students writing skills and vocabulary,
 - Successfully interactive with students.

■ Extracurricular and Community Activities

- July. 2013
Being a tutor for a group in ING(HK) Life Insurance Co. summer intern program
- April.2013-June.2013
Attend the Introduction of Psychology-Elective Course in the Hong Kong Polytechnic University
- Jan. 2013
Attend the technical seminar of the Institution of Engineering and Technology Hong Kong
- Oct.2012-Dec.2012
Complete the Fashion Design-Elective Course in the Hong Kong Polytechnic University
- Oct.2011 – Nov.2011
Volunteer of the 27th Asian International Stamp Exhibition
- Oct.2008- Oct. 2010
Being the Vice President of Entertainment Department, Student Union
- Oct.2008-Nov.2008
Team member of the First Knowledge Competition – Lambton College

Accounting Certificates, Language Proficiency, IT Skills

ACCA: Pass 9 papers
HKICPA: Student member
English Skill: IELTS 6.5, writing 7.0,
Pass the English Qualification of CET-4 and CET-6.
Cantonese Skill: Fluent
Putonghua Skill: Fluent
IT Skill: National Computer Rank Examination Certificate II – Access;

Drawing skill:

Piano skill:

Microsoft Office Software such as Word, Excel and PowerPoint
Excellent, winning a lot of prizes nationally and internationally
Proficient and win the prizes