



## EDUCATION

### SINGAPORE MANAGEMENT UNIVERSITY

Master of Science in Management (Finance Track)

Singapore

Sep 2016-Jul 2017

### TIANJIN AGRICULTURAL UNIVERSITY

Bachelor of Management in Accounting (GPA 4.13/5.00)

China

Sep 2012-Jun 2016

Bachelor of Arts in English (Double Degree)

- Concentrate on Accounting and Finance
- Honor of Excellent Graduates
- Municipal Government Scholarship, First Degree Outstanding Student Scholarship

## EXPERIENCE

### 1.Total Care Solution Pte Ltd

Singapore

One of the famous consultancy services company for healthcare in Singapore.

Accountant (Internship)

Nov 2016-Mar 2017

- Prepared weekly and monthly reports using accounting system (xero) to ensure the accuracy of P&L.
- Assisted in managing inventories and provided advanced support in day to day operation by using Microsoft office.
- Finished multi-tasked daily work effectively and independently.

### 2.XING HUA Accounting Agency Co., Ltd

China

One of the top emerging 20 accounting firms in China.

Apr 2016-Jun 2016

Auditor (Internship)

- Checked and analyzed the external reports of China Railway Administration and YT Express CO.,Ltd to evaluate the operation and management of the company.
- Communicated with clients about audit matters to ensure the accuracy of the financial reports.
- Supervised and trained three assistant auditors to run two projects effectively and efficiently.
- Prepared audit reports on key risks for clients and gave relevant advice and recommendations accordingly.

### 3.The Bank of East Asia Limited

China

One of the largest independent local banks in Hong Kong.

Sep2015-Nov2015

Front Office Manager (Internship)

- Ensured day to day transactions are smooth flowing and with good customer support services.
- Provided consultation and technology support for customers to enhance client's experience.
- Promoted financial products to the public to enhance greater deposits resulted in increased \$10,000.
- Collected and evaluated customers' feedback for management to review on efficiency of staff.

### 4.ZHONG HUI Accounting Agency Co., Ltd

China

One of the most reputable accounting agencies in Jilin province.

Jun2015-Aug2015

Chief Accountant Assistant (Internship)

- Analysed source documents and recorded relevant transactions in a journal form with 100% accuracy.
- Posted journal information to ledger accounts and prepared trial balance to ensure all accounts were in order.
- Performed online tax for different companies within deadline to avoid late penalties.

### 5.Jilin Branch, Industrial Bank Co., Ltd

China

The first equator bank in China and one of the top 50 banks globally.

Jan2015-Mar2015

Front Office Manager (Internship)

- Built close relationship with customers to strengthen customers' loyalty.
- Successfully managed a number of emergency cases resulted in clients' satisfaction.

## ADDITIONAL

- Attending program of elementary school teaching in Bali as one of the international volunteers on July 2017
- Pursuing ACCA (have passed 5 courses), Certification of Securities Professional, Certification of Accounting Professional, Certification of Financial Analyst Assistant, Certification of Yoga Coach, National Computer Rank Examination Certificate (Grade 2), International Volunteer Certification
- Proficiency in MS Word, MS Excel and accounting system software etc.
- Work Authorization: China (Citizen) Singapore (Student visa)
- Hobby: Yoga, Badminton, Dancing (Waltzes)
- LinkedIn account: <https://www.linkedin.com/in/yifu-jiang-32941b12b/>
- Referrer: Jimmy Lee (School of Accountancy, Singapore Management University; Tel: (65) 6808 5234)