

个人简历

姓 名： 芦薇
出生日期： 1981-04-30
户 口： 北京
联系电话： 13910606070

性 别： 女
籍 贯： 北京
工作年限： 13 年
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工作经历

2006/11 — 2017/01

奥地利奥合国际银行北京分行

2009/10 -- 2017/01 中台与信用额度控制部

独立负责本行 30 余个客户整体业务条线管理，包括整体额度控制，额度下流动资金贷款、贸易融资业务审批，及其先决、后决条件的监控，抵押物监管；跟踪国别额度、银行额度使用情况；与其他部门共同维护客户，监控客户账户使用情况等。在此岗位工作 7 年多，维护了银行与客户的良好关系与合作，同时也保证了本部门与其他多个部门（如市场部、营业部）之间业务协同合作。长期负责北京分行对银监局、人民银行及外管局等监管机构相关报表统计及报送。

2006/11 - 2009/09 单证部

负责处理本行日常单证业务，如信用证开证、通知、审单、电索、收汇等。通悉业务流程，熟悉 UCP600 及行业内相关法规政策，有良好的职业素养及专业素质。在日常业务处理中表现出突出的风控意识。也注重察觉客户潜力与需求，及时与各部门沟通。负责国际收支申报工作，代表银行参加了北京外管局举办的首届国际收支比赛，荣获十佳个人先进工作者称号。

2003/08 -- 2006/10

中国工商银行北京市分行

毕业后在新街口中心分理处外汇会计岗位工作一年，负责电汇、信用证、托收、外卡收单等日常会计工作。实习期满后至新街口支行国际业务部，负责客户外汇业务自申请、受理至审批、记账的全套工作流控制，涵盖贸易及非贸易项下结算及融资业务申请的初审及政策把控，配合并推进支行信审会相关审批，布置并监督会计部门及时准确记账等。同时负责国际收支统计、申报工作，及本支行外汇报表统计上报。其间于 2005 年 3 至 5 月借调北京分行单证中心，负责进口信用证开证、审单、付汇等工作，对信用证国际惯例及 UCP 条款有了更深层次的学习，也累积了更丰富的单证业务经验。

05 年调入西客站支行后，除继续以上国际结算相关工作外，另负责支行反洗钱工作，对下属网点个人外汇因私购汇的培训和政策支持。与本行公司业务部客户经理共同走访支行主要国际业务客户，调查客户资信状况，根据客户需求推荐相关国际业务产品和服务。

教育背景

1999.9-2003.7 北京第二外国语学院 国际经济与贸易专业

经济学学位 英语专业八级

自我评价

本人性格踏实，责任感强，工作有条理，乐于学习，有较强的团队合作意识和适应环境能力，有一定承压能力。具备扎实的外汇业务知识与多年的内外资银行工作经验。

RESUME

NAME: Lu Wei (FEMALE)
BIRTH: 1981-04-30
LOCATION: BEIJING
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WORKING EXPERIENCE

November 2006 to January 2017 Raiffeisen Bank International, Beijing Branch

2009.11-2017.1 Credit Limit Control

- Loan administrations, including checking transaction background, keep track of the transaction procedure, including monitor conditions precedent and condition subsequent. Monitor utilization of country limit, and collaterals against utilization
- Maintain corporate customers information, including on-boarding, on-going and off-boarding together with RM and Credit Documentation Team
- Control FI limit together with FI manager
- Monitor account balance together with Customer Service Team
- Make regular reports to local authorities, including CBRC, PBOC, SAFE and Statistical Bureau
- Maintain good relationship and smooth workflow among other Departments, including Marketing and Operation Division
- Assist Relationship Manager to choose proper bank product to meet new and potential requirement from the clients

2006.11-2009.10 Bills

- L/C advising, document checking, reimbursement, etc.
- Back-to-back L/C issuance and documents checking
- International balance of payment declaration to SAFE

August 2003 to October 2006 ICBC Beijing

2004/8-2006/10 ICBC Beijing Branch, Xijiekou and Xikezhan Sub-branch

International Business Department

- On-boarding materials checking and monitoring, including L/C issuance and T/T payment, trade finance and other business. Follow up necessary approval from local Credit Committee
 - Monitor accuracy and efficiency of Settlement work of sub-sub-branches and give some compliance and policies support
 - Maintain customers, KYC, client Due-Diligence and introduce bank FCY products together with Corporate Relationship Manager
 - Training AML-related procedure and policies to related clerks of all sub-sub-branches
 - Make foreign currency business reports required by the local authorities
 - International balance of payment declaration in BOP system
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●2003/08-2004/07 ICBC Beijing Branch, Xijiekou Sub-Sub-branch

Foreign Exchange Department

- FCY L/C, Collection and T/T settlement work
- Make foreign currency business reports required by the local authorities to the higher branch
- International balance of payment declaration to the higher branch

EDUCATION BACKGROUND

1999.9—2003.7 Beijing Second Foreign Languages University
International Trade and Economics
Bachelor Degree (Economics)

SELF-INTRODUCTION

More than 13 years solid experience in banking area, including 3 years' experience in domestic bank and over 10 years' experience in foreign bank. Sound business knowledge, including but not limited to international practice of UCP600, regular policies of trade

finance, working capital loans and other international business product. Always be result-oriented, organized and detail-conscious to the job, be good at co-operation with other team members, be able to work under pressure and have open mind to new knowledge in different areas.