

CHEN Kunchen, Cloris (陳坤晨)
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Qualifications & Language skills

Professional exam: Passed all HKICPA papers

Language: Mandarin (Native), Cantonese (Fluent), English (Fluent), Japanese (Competent, JLPT-N2)

Working Experience

Accounting Clerk, Finance Department, Bayin Resources Company Ltd. 07/2013-present

- Dealt with 10+ LME brokers and 100+ pricing customers (settlement, marked to market, collateral etc)
- Converted the data from trade operation system to account system
- Responsible for month-end accounts reconciliation (25+ banks, 10+ brokers, and 100+ customers)
- Prepared components breakdown and daily statement of brokers and pricing customers
- Handled structure investment (agreement checking, voucher preparation etc)
- Controlled treasury operation: Arranged daily fundings of payments and receipts
- Prepared vouchers (AR, AP, inter-company transactions, administration expenses etc)

Authorization Executive, Finance Department, Bank of China (Fujian, China) 07/2011-08/2012

- Promoted from teller to authorization executive within 6 months
- Authorised daily vouchers of tellers and gave training courses regarding authorization issue
- Responsible for domestic settlement business, issued, collected and accepted 20+ bank acceptances per day
- Managed 200+ company accounts and Handled corporate credit business

Summer Intern, Audit Department, China Audit International CPA Ltd. (Fujian, China) 07/2010-08/2010

- Assisted 2 audit projects, including bank's capital increase and land value-added tax of real estate company

Summer Intern, Bank of China (Shanghai, China) 07/2009-08/2009

- Promoted 10+ Third-party Deposit and Management service per-day for the bank

Education

Hong Kong Baptist University 09/2012-06/2013

Master of Science in Applied Accounting and Finance

GPA: 3.4/4.0

Shanghai University of International Business and Economics, China 09/2007-07/2011

Bachelor of Management in Business Administration (International Business Administration)

GPA: 3.8/4.0

Shanghai International Studies University, China 09/2008-07/2011

Bachelor of Art in Japanese (Minor)

GPA: 3.0/4.0

Extra-curricular Activity

Park Volunteer, World Exposition, Shanghai China 2010 08/2010-09/2010

- Responsible for the order and consultation of visitors in the European Area

Club President, Book Club, Community Activities 03/2009-03/2010

- Strategized the role of bridge of communication between library and students, hold sharing events regularly

Honors & Awards

Honored by Shanghai Municipal Education Commission

- Graduated with distinction: College Graduate Excellence Award of Shanghai 2011

Honored by Shanghai University of International Business and Economics

➤ **Academic Honor**

- School Second-class Scholarship 05/2010

➤ **Non-academic Honor**

- Schools "The Best Students" 09/2010

- Outstanding Communist Youth League member 05/2010

- 100 Excellent Social Work Model 09/2009

Competition Awards

- Recognition award, Business Plan Competition, Team Leader 06/2009