

GLORIA YANG



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Country of Citizen: CHINA (Student Pass in Singapore)

Introduction: As a fund accountant, I'm responsible for the preparation of net assets valuation, unit pricing for unit trusts, insurance linked funds, managed portfolios and investment fund for ASIA clients in China Merchant Bank as well as capture daily trades, position and fund reconciliations.

Education:

07/2015 ~ Present	Kaplan Learning Institution	ACCA	Awarded: F1 - F5 F9
09/2012 ~ 07/2014	Beijing Union University	Acc&Finance	Bachelor's Degree
09/2009 ~ 07/2012	Northern Melbourne Institute of TAFE & Beijing Information Technology College	Acc&Finance	Junior accountant

Work experience:

11/2013 ~ 06/2015	China Merchants Bank, Financial Institutions Group <ul style="list-style-type: none">▪ Day-to-day liaison with external FI clients (inc. hedge funds, private equity, fund-of-funds, real estate trusts and institutional banks)▪ Manage investment instructions, confirmations and deadlines▪ Daily valuation (NAV), settlements and fund reconciliations▪ Review structured investment products, trustee agreements▪ Prepare statutory financial accounts and trustee reports	Fund Accountant
05/2012 ~ 08/2012	Noble Group (SGX-listed), Beijing Office <ul style="list-style-type: none">▪ Responsible for assistance in a variety of administrative matters▪ Calculation and validation of each department budget▪ Coordination and liaison with different departments on office projects	Administrator
03/2012 ~ 05/2012	Beijing Foreign Enterprise Human Resources Service Company <ul style="list-style-type: none">▪ Responsible for preparing financial documents▪ Bank reconciliation, invoicing and journal accounts entry▪ Reviewing update regularly customer's database	Financial Assistant
07/2011 ~ 09/2011	Beijing HENG CHENG YONG XIN accounting firm <ul style="list-style-type: none">▪ Analyse budgets, financial statements and accounting records▪ Verify account compliance to industry practices and corporate policies▪ Liaise and communicate with different departments on projects	Audit Assistant

Skills/Qualifications:

Language and level: CET-4, Spoken English Middle Level, Practical English Test – A Level

Computer skills: Proficient with Microsoft Office (Word, Excel and Powerpoint)

Special awards/Honors/Certifications:

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| 1. Junior Accountant Qualification of China (05/2011) | Ministry of Finance, China |
| 2. Taxation Officer Qualification of China (10/2010) | Taxation Bureau, Beijing |
| 3. Certificate for Accounting Practice (06/2010) | Ministry of Finance, China |