

**Zhang Xidan**

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**Education:**

**City University of Hong Kong** 08/2014 – 06/2015

Master of Art International Accounting

**Saint Louis University---John Cook School of Business** Missouri - USA

Bachelor of Science in Business Administration 01/2009 – 08/2013

Concentration: Finance

**HKSI (PASS**) Paper 1

**Professional Experience:**

**Assistant Accountant** Hong Kong

Southwest Securities (Hong Kong) Financial Management Ltd 10/2015 – Present

* Perform daily bank reconciliation.
* Perform daily fund transfer of House and Trust account.
* Perform fund transfer through online banking system.
* Perform daily group funding operation.
* Perform timely payments by cheque or E-banking.
* Process and update monthly financial data accurately including financial accounting, management accounting report, cost allocation.
* Handle ad-hoc analysis.

**Research Assistant (RA)** Hong Kong

City University of Hong Kong 01/2015 - 07/2015

* Assisted professor to collect CEO’s compensation of North American listed company.
* Record all the data into Excel Software and analyses data.

**Bookkeeper** New York, NY

Maspeth Trading Inc 12/2013 - 8/2014

* Used QuickBooks software to create invoices, purchase order, and settle pay bills.
* Verified the postage address of clients and settle the bills.
* Performed account payable issues and use QuickBooks Software to clear their bills.

**Intern-- Loan Department Assistant** Liuzhou, China

China Merchants Bank Summer 2012

* Completed approval forms for private loan department and submitted approval forms to head bank.
* Assisted customers in filling out loan application forms and credit card application forms.
* Maintained close liaison with customers to realize their needs for service improvement.
* Participated in daily meetings for better understanding of banking service.

**Intern--Accountant Assistant & Marketing Assistant** Liuzhou, China The New Land Real Estate Company Summer 2011

* Helped accountants calculate daily turnover and completed bookkeeping.
* Assisted accountants auditing tax invoice (compliance with the requirement of tax law).
* Performed office administration and recorded employees’ attendance.
* Solved the problem of customer conflicts.

**Skills:**

* Proficient in Microsoft Software, including Word, Excel, PowerPoint and Access.
* Understand how to work together in a team and finish assigned tasks.
* Fluent in Mandarin, English and able to understand Cantonese.

**张曦丹**

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**教育背景：**

香港城市大学 09/2014 – 08/2015

研究生专业：国际会计

圣路易斯大学 密苏里州 –美国

John Cook 商学院 01/2009-08/2013

专业：金融

GPA：3.47/4.00

**相关工作经验：**

**实习 – 会计助理** 柳州，中国

新大地置地有限公司 05/2011-08/2011

-帮助会计师计算每天的营业率和完成记账。  
-帮助会计师核对发票。  
-记录员工的出勤率。  
-解决顾客的问题。

**实习—贷款部助理** 柳州，中国

招商银行 07/2012 – 08/2012

- 完成私人贷款的批准表并且提交到广西总行。  
- 帮助顾客填写贷款申请表和信用卡申请表。  
-与顾客保持联系并且了解客户的需求。  
- 参加每天的会议并且更好的了解银行服务。

**会计** 纽约，美国

Maspeth Trading Inc 12/2013 – 08/2014

-通过用QuickBooks会计软件对每个客户去创建发货单, 订购单, 和建立账单。  
-确定厂商的地址并且每个星期邮寄支票给他们。  
-当收到客户的付款后, 用QuickBooks会计软件清除客户的相关的账单。

-确定把支票邮寄给厂商后, 用QuickBooks会计软件清楚厂商的相关的账单。

**研究助理** 香港

香港城市大学 01/2015—06/2015

-帮助教授收集北美上市公司的CEO的薪酬数据。

-用EXCEL软件把所有的数据记录下来并且分析数据。

**会计助理** 香港

香港西南证券 10/2015—至今

-负责银行存款日记账的登记, 负责编制银行存款余额调节表及编制银行存款日报表。

-负责自营账户到客户账户的资金转账。

-负责香港西南证券的资金运营。

-通过支票或者网上银行的形式，付款给供给商以及员工报销。

-每个月月底需要更新财务数据，包括资产负债表，损益表，试算表。

-负责各类票据，记账凭证，支票等财务资料的整理和保管。

-完成上级领导要求的工作任务。

**社会&学校活动:**

* 2012, 参加 Beta Alpha Psi Organization，并且获得荣誉成员（有证书）。
* 2013,参加Tax Assistant Program (TAP) 志愿者活动。（有证书）。
* 2011-2012，参加中国学生会（CSSA），并且担任会计助理。
* 2009 和2012，参加学校组织的“make a different day”志愿者活动。
* 2014,参加城市大学的权青计划，帮助低收入小朋友补课。

**技能：**

* 熟练的运用Microsoft软件，包括Word, Excel, PowerPoint and Access。
* 能够运用QuickBooks会计软件。
* 流利的普通话和英文，能够听得懂广东话。