JINGLEI (JING) CAI

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**SUMMARY**

Jing holds a B.S. in major of Accounting and Finance, and she also achieved a Masters of Accounting from Kelley School of Business in the United States. After completed all USCPA examinations, Jing has 2+ year finance and accounting experience in TMT and Education industry,

**EXPERIENCE**

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| **West Island School,** Hong Kong October 2016 – Present  *Finance Assistant – Accounts Receivable*   1. Issued over 300 invoices each term and worked proactively with other departments in identifying and resolving accounts receivable related issues. 2. Proceeded and posted all payments from customers/parents and created payment summary report for finance manager to have a clear view of accounts receivable on a daily basis. 3. Supervised and trained a new team member to ensure the accounts payable function transitioned successfully. 4. Resolved customer and parent's concerns, complaints, and inquiries regarding payment transactions using exceptional problem solving skill and customer-oriented approach.   *Finance Assistant – Accounts Payable* January 2016 – October 2016   1. Accurately recorded approximately 200 invoices per month on accounting system, and managed petty cash, staff expense reimbursement and fixed assets. 2. Ensured the A/P process in accordance with corporate accounting policies, and addressed escalated issues from employees and vendors regarding accounts payable. 3. Launch a new technology tools with IT department to ensure keep track of fixed assets procedures more efficiently.   **Robert Half Accountemps,** San Francisco Office July 2013- July 2014  *Accountant (Contractors)*   1. Conducted substantive audit procedures on expense reimbursements with the client controller. 2. Created and maintained documentations to record and manage clients’ contracts information based on territory and transaction period.   **Grandall Law Firm,** Beijing, China May 2012- July 2012  *Attorney Assistant Intern*   1. Researched and drafted technical memorandum regarding trade and competition issues among China and other countries. 2. Collected evidence and testimony for the China Commerce Department to substantiate financial, competitive, and trade information requests from other countries.  |  |  | | --- | --- | | **BDO China SHU LUN PAN Certified Public Accountants LLP**, Shanghai, China | February – May 2012 |   *Audit Intern (received full time offer)*   1. Performed audit procedures for three public companies in real estate and manufacture industries for 2011 annual reports issuing. 2. Developed spreadsheet models to verify and assure the data accuracy of entity’s fixed asset, inventory and construction in process in compliance with PRC Accounting Standards. 3. Coordinated the client leadership and project manager to allocate available resources and maintained project management office to ensure project delivery.   **EDUCATION**   |  |  | | --- | --- | | **Kelley School of Business**, **Indiana University**, Bloomington, IN | May 2013 |   *Master of Science in Accounting* GPA: 3.6/4.00  *B.S.*, majors in Accounting and Finance GPA: Accounting Coursework: 3.72/4.00; Finance Coursework: 3.74/4.00  **ADDITIONAL**   * Certification: AICPA, State of California (passed all exams, pursuing certification) * Language: Native in Mandarin and Cantonese; fluent in English * Award: “Best PowerPoint” team award on campus PwC xAct Case Competition * Volunteer: International Volunteer in Manos de Jesus Nursing home of Cartago, Costa Rica in 2012 |
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