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HIGHLIGHT OF QUALIFICATIONS

Customer Service & Payment Processing

- Provided courteous and efficient front-line assistance, responding to inquiries and processing payments accurately.
- Managed petty cash funds and ensured proper documentation, reconciliation, and compliance with financial policies.

Administrative & Financial Support

- Supported daily office operations, including data entry, filing, and record maintenance.
- Organized and classified team reimbursement documents, ensuring confidentiality and accuracy.
- Issued receipts, reconciled daily and monthly reports, and prepared financial summaries for supervisor review.

Data Entry & Record Management

- Proficient in Teams, Microsoft Office (Excel, Outlook, Word); experienced with data input and report preparation.
- Maintained accurate digital and paper records to support audit and reporting requirements.

Teamwork & Attention to Detail

- Collaborated with colleagues to coordinate community programs and ensure smooth service delivery.
 - Demonstrated accuracy and organization when handling financial and client-related documents.
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EMPLOYMENT HISTORY

Program Assistant

Centre for Immigrant & Community Services (CICS), Scarborough / 2022–Present

- Managed team petty cash, including expense tracking, reconciliation, and secure record keeping.
- Verified purchase invoices and matched them with goods received; cross-checked order numbers and updated financial records in the internal system.
- Organized and filed reimbursement and financial documents while maintaining confidentiality.
- Supported program registration, inventory management, and administrative coordination.
- Ensured accuracy and compliance with financial procedures in all recordkeeping tasks.

Bookkeeper

Sure Way Enterprises Ltd., Markham / 2015–2017

- Processed payroll and invoices with attention to accuracy and deadlines.
 - Maintained organized accounting records and reconciled financial data.
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EDUCATION

York University– Bachelor of Arts, Business Economics (In progress)

Seneca College – Diploma in Accounting

KEY STRENGTHS

- Petty cash and payment reconciliation
- Strong organizational and record-keeping skills
- Dependable and detail-oriented
- Proficient in Microsoft Office (Excel, Outlook, Word), Teams
- Committed to confidentiality and service excellence