Jun Li

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in www.linkedin.com/in/junli1220

🪪 Profile

A task-oriented and analytical MSc Business Administrator candidate with a specialization in Business Analytics. I am experienced in the HR and Finance fields in the Chinese market. I have developed skillsets using various tools for analysis - Excel, Python, Tableau, Rapid miner, and SQL.

🎓 Education

Master
Tias School for Business and Society
08/2021 – 12/2022 | Utrecht, Netherlands
- Major in Business Analytics and elective in Financial Management.
- GPA 7.6 - Outstanding at Decision Analysis and Optimization (9.5/10), Business Intelligence (9.0/10), and Business Process and Data Mapping (8.5/10)

Bachelor
Shanghai JiaoQiao College
09/2011 – 06/2016 | ShangHai, China
- Major in Business English

🧠 Skills

Python, SQL, Tableau, Excel, Rapidminer, Microsoft offices, IBM chatbot, Flowchart, SPSS

🌐 Languages

Language	
English	● ● ● ● ●
Chinese	● ● ● ● ●
Dutch	● ○ ○ ○ ○

💼 Professional Experience

Process and Quality Associate
IKEA (China) Investment Co., Ltd.,
03/2021 – 08/2021 | ShangHai, China
- Dealt with Accounting Payable issues as a focal point for troubleshooting in the Finance team.
- Dealt with procurement queries regarding orders and payment of internal and external stakeholders and input quantitative data into I-shop and CHS system.
- Working closely with the procurement team, finance team, and store co-workers to make sure all data is accurate.

HR Consultant Specialist
Shanghai Talent-spot Group
09/2016 – 05/2018 | ShangHai, China
- Took responsibility for Compensation & Benefits service for 7 international clients on average monthly complying with income tax regulations of China and managed 100+ payroll, social security & housing funds with Excel for individual employees.
- Coordinated onboarding process for internal customers in accordance with recruitment contracts, alien registrations, social security, housing funds, general training, and resignations.
- Assist the software development department in testing the accuracy of HR products.

📁 Projects

IBM Watson Chatbot Designer
05/2022 – 05/2022
- Conversation Engineering – Architect & Entity design, Demonstration

🎻 Interests

Outdoor activities, Board games, LGBTQ+ Volunteer

🔗 References

References are available upon request