

# Ruo yang Jiang

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## **PROFILE**

- \* Very efficient in the management of archives and the compiling of documents
- \* 9 years of experience in the field of construction engineering
- \* Excellent abilities in organization, management, estimation and final account, project design and drafting, project criteria acceptance
- \* Expertise in understanding principles of automatic fire alarm and extinguishing systems
- \* Skillful in taxation, bookkeeping and payroll
- \* Computer skills: AutoCAD, 3D Max; Adobe Photoshop; Etabs, Sap2000, Patran; MS Project, Timberline; Profile, DT Max; Simply Accounting, Acomba, and QuickBooks; Java, Linux
- \* Responsible, cooperative, meticulous and efficient when working under pressure

## **EDUCATION**

### **Certificate, Programming**

Vanier College, Montreal, Canada 2022

### **Bachelor of Commerce, Accountancy**

2011

Concordia University, Montreal, Canada

Relevant Courses: Microeconomics, Macroeconomics, Business Statistics, Business Communication, Organizational Behavior and Theory, Analysis of Markets, Production Operations Management, Introduction to Management Information Systems, Introduction to Corporate Finance, Managerial Accounting, Cost and Management Accounting, Financial Accounting, Intermediate Accounting 1, Intermediate Accounting 2, Advanced Financial Accounting, Accounting Theory, Financial Auditing, Income Taxation in Canada, Advanced Taxation, US Federal Taxation

### **Bachelor of Engineering**

1996

Major in Constructional Engineering in the Civil Engineering Institute  
Guizhou University of Technology, China

## **WORK EXPERIENCE**

### **Quality Checker**

2017, 2018

Ssense, Montreal

### **Bookkeeper**

2015

Distributions Novitek International, Montreal

- \* Manage accounts receivable (billing, receipts, and collections)
- \* Manage accounts payable (matching purchase orders, checks)
- \* Produce Payroll (create the employees sheets and issue checks, RL-1)
- \* Prepare government rebates(GST / QST, DAS)
- \* Perform bank reconciliation (reconciling bank statements)
- \* Participate in the months' closure (adjusting entries, checking financial statements)
- \* Follow up with customers and suppliers

### **Cabinet Assembler**

2014

Armoires Fabritec Ltee, Bromont, QC

## **Ruo yang Jiang**

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### **Internet Assessor (On-line Self-employment)**

2012

Lionbridge, Waltham, Massachusetts, USA

### **Engineer**

1996 - 2005

Guizhou Airport Group CO. LTD., China

- \* Involved in the management of constructions
- \* Engaged in the design of projects, project estimation and final account, and project drafting
- \* Participated in the criteria acceptance of the different projects
- \* Took charge of management of archives and compiling of plans, contracts, regulations, reports
- \* Calculated payroll for at most 80 contract workers
- \* Performed bookkeeping

### **ACADEMIC PROJECTS IN COMMERCE**

#### **Expenditure in the financial world (Group)**

- \* Impact of expenditure reporting in the financial statement on the users of financial statement

#### **Business Plan of Cafe Victoria's (Group)**

- \* Forecasted increase in profit for the next 3 years after conducting a detailed market analysis with recommendation on marketing techniques and branding strategy

### **INTERNSHIP**

#### **Drafter**

2013

3D-Archi, Montreal

### **VOLUNTEER**

#### **Tax Volunteer**

2012

Canada & Quebec Revenue Agency

#### **Helper**

2010

Habitat for Humanity, Montreal

### **INTERESTS**

Travel, movie, music, reading, sports