**CHENXI JIN**

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**PERSONAL STATEMENT**

I am a highly motivated individual looking for a new opportunity within Australia. I have previous experience working in fast-paced environments, having worked in a number of medium to large corporations across southeast Asia and am now looking to explore new areas to further facilitate personal development. As a passionate and hard-working team player, I am ready to take on new challenges to build on my working career.

**EDUCATION**

**University of Adelaide, Australia**

Master of Accounting & Finance (July 2015 – July 2017)

**Berlin Freie University** (January 2017- February 2017)

**European Study**

* *One month winter program aimed at understanding Europe including politics and economics.*
* *Activities included visiting the European council, and several international companies in Berlin.*

**University of Jiujiang, China**

Bachelor of Accounting (September 2007- July 2011)

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##### EMPLOYMENT

**Account payable specialist** **Mar 2018~August 2018**

Huawei Technologies, Seoul, Korea

* Generating weekly and monthly cash plan to forecast the total regional outflow in Korea including suppliers’ payments, salaries and taxes.
* Arranging fund transfers by working with the Japan treasury center and HQ cash settlement team.
* Monitoring and checking ICFR/ITC for taxation control.
* Training new employees and handling all employees’ reimbursements.
* Checking details of credit letters from clients for accuracy.

Loan officer & Financial Accountant Jan 2013 - Sep 2014 KEB Hana Bank, Shanghai, China

* Played an integral part in the successful completion of banking projects.
* Developed strategies, processes and plans that improve the operational effectiveness of banking procedures.
* Built and sustained productive relationships with key business partners
* Trained new employees in the use of skills required as a bank teller including filing, data processing, records management and customer services.

**Accounting Assistant-Japanese team Jan 2012 – Dec 2012**

Accounts Global | Shanghai ATM Accounting Agency, Shanghai, China

* Oversaw accounts payable, accounts receivable and payroll departments
* Generated budgets and forecasts on a quarterly basis and presented pertinent information to management team
* Administered payroll function for 140 employees on a weekly basis
* Monitored and recorded company expenses for annual ROI report

External Audit assistant-global team Jan 2011 – Dec 2011

Shangrui Auditing Agency, Shanghai, China

* Analysed, reviewed, and assessed reliability and fairness of clients’ financial statements and communicated findings to external third parties, including investors, creditors, and government organizations.
* Produced detailed reports and recommended internal control improvements to enhance organizational efficiency and support client service and growth targets.

#### **Technical Skills**

Outlook

Word

Excel

PowerPoint

MYOB

NAATI Interpreting Certificate

Languages: Chinese (native)

Korean (native)

English (advanced)

Japanese (advanced)

**PERSONAL INTERESTS**

Tennis | Traveling | Dancing | Guitar |

**REFERENCES**

Gong quansheng Jin Yongshun Yisheng Huang

Huawei Technologies Hana bank Shanghai Shangrui audit

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