**Resume**

**PERSONAL PROFILE**

Name: Huang Juan

Gender: Female

Nationality: Chinese, Australia P.R.

Address: 2 Brighton Street, Glen Waverley, Melbourne, Australia

Contact mobile: 0432633339

Email: juliehuang999@hotmail.com

**KEY SKILLS & ATTRIBUTES**

***Professional***

* Have extensive experience and demonstrated success in mortgage industry
* Certificate in Financial Services (Finance & Mortgage Broking)
* Current Full MFAA Accreditation
* Possess strong relationship and communication skills,
* Have excellent sales ability, Excellent customer service skills with the ability to identify customer needs and act accordingly
* Mandarin speaking
* Good computer skills

***Personal***

* Friendly and enthusiastic team member
* Be highly motivated
* A solid team player who thrives on working towards achieving common goals
* Adaptive to change and ability to multi-task
* Ability to stay calm under pressure
* Able to react quickly and effectively when dealing with challenging situations

**EMPLOYMENT HISTORY**

2018.2-now, work in Zank & co. as lending manager in Melbourne.

2014.4- 2018.1,    work in shanghai Pudong development bank, Nanning branch, operations management department, take role of general manager.

2007.9- 2014.4    work in shanghai Pudong development bank, Nanning branch, personal loan department, take role of deputy manager.

2005.8-2007.8    work in shanghai Pudong development bank, Nanning branch, personal business department, take role of manager of personal loan business

2004.9-2005.8  work in Minzu subbranch, industry and commercial bank of china,   guangxi branch, take role of Vice president.

2003.7-2004.9 work in Machoice company, subsidiary of Australia Minmetals corporation,  take role of accountant, and finance manager

2003.7-2004.9 work in Machoice company, subsidiary of Australia Minmetals corporation,  take role of accountant, and finance manager

2000.12-2002.3 work in corporation department, industry and commercial bank of china, Guangxi branch, take role of assistant manager.

1997.7-2000.11 Work in international business department, Industry and commercial bank of china, Nanning branch, responsible for international settlement.

**EDUCATION & FURTHER TRAINING**

2002.3-2003.12    Master of applied finance, Monash University, Australia,

1993.6-1997.7    Bachelor of international settlement, Central south university of China .

CERTIFICATE:

* Certificate for mortgage and finance
* Certificate for property service
* Certificate for EFP
* Certificate for CPB