

Resume

PROFILE

Li Ying, Lam

Markham, Ontario

437-973-8855

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WORK EXPERIENCE

Account Assistant, Axis Design International Ltd — 2019-2022

- Accuracy and attention to detail.
- Knowledge of spreadsheets and bookkeeping software.
- Math skills to handle financial data.
- Integrity and confidentiality.
- Flexibility during tax time and audits.

EDUCATION

Diploma in Software Engineering Technician, Centennial College

SKILLS

MS Word/Excel/PowerPoint/Outlook (Excellent)

LANGUAGE

Native Speaker in Cantonese, fluent in Mandarin and English