Limin Fan

660 Mix Ave 5D Hamden, CT 06514

(203)-671-1961

fanlimin\_0719@hotmail.com

**EXPERIENCE**

* **Antai Corporation Milford, CT**

Accounting Assistant Sept. 2007 - Present

* Maintain and update records of transactions on the computer; post payments received to appropriate account; record expenses, accounts payable accurately; ensure ledgers are balanced and make corrections.
* Ensure the timely and accurate completion of payroll and maintenance of personnel records.
* Prepare and present reports and financial statements to the management team by using QuickBooks and VBA programming; support the preparation of tax return.
* Locate files or reports as requested by supervisor; process and photocopy documents records as required for record keeping.
* **Beijing Xintai Investment Management Co. Beijing China**

Summer Intern—Equity Analyst Feb.2010 - May 2010

* Developed and analyzed detailed financial models on target listed companies in a small team.
* Researched and presented detailed industry analysis.
* Monitored and analyzed the trading of target companies on stock exchange activities.
* Reviewed and interpreted balance sheets, cash flow statements, and income statements on publicly traded companies.
* Calculated financial ratios.

**EDUCATION**

* **Southern Connecticut State University-New Haven, Connecticut** Dec. 2011

*Master of Business Administration, Finance*  GPA: 3.8/4.0

Major Coursework: Investment Analysis, Public Finance, and Real Estate Finance

* **Southern Connecticut State University-New Haven, Connecticut** Dec. 2009

*Bachelor of Science, Accounting* GPA: 3.2/4.0

Major Coursework: Intermediate Accounting, Federal Income Taxation, Accounting Information System, International Accounting, Accounting Theory, and Auditing

**TECHNICAL SKILLS & ACTIVITIES**

* Language: English (fluent), Chinese Mandarin (native)
* Strong command in MS Excel & Access: VBA programming, Regression, Data Analysis and Solver
* Working knowledge of QuickBooks
* Proficient in Graphic and Web Design using Dreamweaver, Photoshop etc.
* Member of Delta Mu Delta, an International Honor Society in Business
* Treasury of Chinese Student And Scholar Association at Southern Connecticut State University
* Member of SCSU Accounting Society
* Volunteered at Jiexiu Seniors' Home from 2000 to 2005