

Dujuan Pan

Address: 16-6-2, 299, Taolin road, Pudong district, Shanghai.

Telephone: (+86) 183-1785-5983 | Email: pan_dujuan@126.com

Educational Background

University of Glasgow

Glasgow

International accounting and financial management, Master of accounting

2016.9-2017.11

- GPA:15.0/22.0
- Major courses: Audit, risk and control, advanced international company report, management accounting and control, corporate finance, international financial reporting.

Henan University

Kaifeng

Accounting, Bachelor of management

2012.9-2016.6

- GPA:85/100 (top 15%)
- Major courses: Intermediate finance, advanced financial accounting, management accounting, cost accounting, microeconomics, view economics, commercial law, accounting manual simulation.
- Scholarship: Henan university Zheng Shang enterprise scholarship (4/200), Excellent student of Henan university(15/100)

Working experience

Sumitomo Mitsui Banking Corporation

Shanghai

Deposit product processor

2018.7-present

- Accept and review of corporate financial deposit products, process payments according to the instructions, and solve customer issues to ensure efficient daily operations. Appropriately assess operational risk when applications are processed, demonstrating particular consideration for compliance with applicable rules and regulations.
- Prepare proper reporting in different systems (PBOC,SAFE,CBRC) such as foreign debt balance reports, financial products statistics reports and deposit reserve statements, adhering to regulatory requirements of the authorities.
- To ensure compliance with the policy of the PBOC and the anti-money laundering guidelines, regularly screening and maintaining transaction data. Minimize risk by manually identifying abnormal trading prompts and add inputting the missing data, preparing data and documents to response internal audit and external inspection.
- Provide guidance and explanations support for 11 branches and assist in system management training and business operation training.

Internship experience

BDO CHINA SHU LUN PAN CERTIFIED PUBLIC ACCOUNTANTS LLP

Shanghai

Audit assistant

2017.11-2018.5

- Participated in the annual review of a state-owned textile group in Shanghai; Collected and analyzed client's financial information, and independently prepared working papers of monetary funds, fixed assets, wages payable, current account, strictly implemented audit procedures and prepared by managers;
- Identified clients' financial risk that the amount of cash client holds exceeds the amount regulated according to internal control policy by checking the cash journal and cash in hand; Communicated with clients about the issue and provided sensible advice on improvement of internal control system;

RUIHUA CERTIFIED PUBLIC ACCOUNTANTS LLP

Beijing

Audit assistant

2015.11-2016.2

- Participated in the annual audit project of 9 subsidiaries of a large auto group. Interviewed the head of relevant departments to understand purchase&payment process and payroll&expense process. Carried out walking through test to examine effectiveness of internal control, and proposed suggestions on internal control's potential problem to help clients enhance management regime and reduce risk;
- Implemented substantive tests, detailed tests and analytical procedures, obtained short-term loan contracts and bank benchmark interest rates, calculated the interest, and found minimal difference;
- Examined 200 vouchers carefully and recorded relative information in working papers; assisted the project manager to copy, organize and archive over 150 documents and working papers; Collected the bank statement and checked the balance of bank account, compiled and sent about 100 confirmation letters by mail with 100% reply rate efficiently.

Research experience

Research on the impact of CSR on corporate financial performance

Glasgow

Data analyst assistant

2017.4-2017.8

- Used the Database to collect 60 financial indicators of listed companies, and read over 100 English literature reviews, analyzed the relationship between CSR index and financial data of Chinese manufacturing companies for 3 years by utilizing SPSS statistical software, and linear regression based on the stakeholder theory; Evaluated the trends of key performance indicators such as earnings per share, return on assets and return on equity;
- Found out that CSR index is positively correlated with the company's financial performance when considering the company risk, firm size, and equity as controlled variables, and that shareholder responsibility has a huge impact on the company's financial performance, completed 50- page analysis report.

Skills & Interest

- Professional qualification: ACCA 9/14 (F stage) ; Fund qualification examination
- English proficiency: fluent in English listening, speaking, reading and writing, CET-6, IELTS(6), can be used as working language
- Computer skills: proficient in Ms office and statistical software SPSS
- Interests: travelling (have been to 5 countries, 8 cities), music (pop, country), reading (mystery novels, humanities and social sciences)