Mobile: 135xxxxxxxx

Email: jianlimoban-ziyuan

Location: Tianhe District, Guangzhou, Guangdong

jianlimoban-ziyuan

**EDUCATION**

**Sun Yat-sen University | Accounting (Bachelor) SEP 2012 - JUL 2015**

Major: western economics, applied economics, accounting computerization, financial management, marketing, economic law, intermediate financial accounting, advanced financial accounting, cost accounting, management accounting, auditing, international finance.

**EXPERIENCE**

**ICBC | Bank accounting and teller SEP 2016 - Present**

* Responsible to foreign deposit and interest calculations, computerized accounting, printings of vouchers, bankbooks, deposit receipts and cash collecting and paying.
* Responsible to consuming and safekeeping of cash for operating, documents of values and important blank vouchers including bankbooks, deposit receipts, while dealing with registration of cash teller, important blank vouchers and documents of value.
* Dealing with balance accounts and printing their bills, clearing and checking cash holdings, important blank vouchers and documents of value, storing after checking business chops, then seal the previous materials under the supervision of integrated tellers and transfer the data of accounts including vouchers to the integrated teller before the shift.

**Bank of China | Customer service AUG 2015 - JAN 2016**

* Providing custom service including 7\*24 financial consultations, trading assistants, Q&As and customer cares through telephone and internet.
* In the cases of which clients’ problems could not be solved online, transfer the information to the back staff to settle, and track the settlements before communicating with the clients.
* Abiding the regulations and working closely with the operating administration and other co-workers.

**Special Skills**

**Professional Skills:**

* Being familiar with accounting theory
* Mastering share option,futures and foreign currency hedge.
* Mastering risk management.
* Grasping balance sheet,cash flow report and other financial statements.

**Language Proficiency:**

* Excellent reading and writing ability, good listening and speaking ability.
* IELTS 6 points.
* Chinese(fluent in Cantonese,Hakka and Putonghua)

**PROFILE**

I’m familiar to related regulations and institutions, thus able to control the risk of bank operation.Consequently my positive attitude and strong ability of learning led to my outstanding academic achievement.With a creative and dynamic mind, I’m keen on attending social practice and volunteer work with a quality of hardworking and rigor.Last but not least, I’m always honest by sticking to my promise and always willing to communicate with others or to help them with a great sense of teamwork.

**Awards and Certificates**

**Awards:** Awarded as the Excellent Student during the undergraduate period;

**Certificate:** National Computer 2 level test, accountant qualification certificate, driver's license;