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**CONTACT ME**

LILY ALLEN

Objective: Bank Teller

**CERTIFICATE**

● Certificate of Accounting Profession

● CET-4, good skills for listening and reading English

● First Level Certificate for NCRE, manipulate office software

**ABOUT ME**

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.

**ICBC /2016.1-2016.6**

Bank accounting and teller

Responsible to foreign deposit and interest calculations, computerized accounting, printings of vouchers, bankbooks, deposit receipts and cash collecting and paying.

**Bank of China/2015.7-2015.9**

Customer service

Providing custom service including 7\*24 financial consultations, trading assistants, Q&As and customer cares through telephone and internet.

**Agricultural Bank of China/2014.7-2015.7**

lobby manager

Providing custom service including financial consultations, trading assistants, Q&As and customer cares through telephone and internet.

**Sun Yat-sen University/2012.9-2016.6**

Accounting (Bachelor)

Major: western economics, applied economics, accounting computerization, financial management, marketing, economic law.

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Photoshop

[Illustrator](http://www.baidu.com/link?url=zS7wgQsTXlea0UfMP2XJB_uS5lxh4ITFVdn7E88VsorUt6RiwU9vNQLlAtc-pBhoRyrJ39YZMNVGZyVAsR3LBa" \t "_blank)

PowerPoint

Word

Photoshop

[Illustrator](http://www.baidu.com/link?url=zS7wgQsTXlea0UfMP2XJB_uS5lxh4ITFVdn7E88VsorUt6RiwU9vNQLlAtc-pBhoRyrJ39YZMNVGZyVAsR3LBa" \t "_blank)

PowerPoint

Word

**INTERESTS**

**EXPERITIES**

**EDUCATION**

**EXPERIENCE**