

**Zhang Xiao Li**

I am cheerful, like to communicate with others, have certain teamwork ability, work seriously and responsibly, rationally analyze the situation in case of difficult problems, don't give up easily, be sincere and responsible, be able to find my own shortcomings and constantly improve myself

Job intention: New media operation

1995.02.16

Shanghai Xuhui

180-0000-0000

docer@wps.com

个人简历

**evaluate**

Have cet-4-6 certificate, financial professional certificate, proficient in Mandarin communication

Proficient in office software operation, using WPS and Office software for daily office operation.

**skill**

October 20xx - September 20XX Kindaly Inc. serves as financial accountant

Major Courses:

Prepare monthly and annual financial statements, make timely statistics of related expenses in the operation process, cooperate with marketing management department to make financial accounting in time, regularly budget financial expenses, and audit the use of invoices in the unit.

October 20xx - September 20XX Richang Energy Co., Ltd. serves as the accountant

Major Courses:

Summarize the invoice application work within the unit, timely apply for invoices at the beginning of the month, calculate and check the data, regularly declare the tax of various expenses, and settle accounts at the end of the month and quarterly according to the requirements.

**experience**

October 20xx - September 20XX Wuhan University professional/financial

Major Courses:

Management, Accounting Principles, Financial Management, Intermediate Financial Accounting, Auditing, Cost Accounting, Management Accounting, Computerized Accounting, Advanced Financial Accounting, Management Statistics, Microeconomics, Macroeconomics, Management science, Marketing, Economic Law, Professional English for Accounting, Basic Computer science.

**educational**