

Qi Dong

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EDUCATION

University of Reading, UK

Sep 2018 - Sep 2019

Master Financial Risk Management

- Main courses: Market Risk, Credit Risk, Programming for Finance and Quantitative Methods for Finance, excellent performance, reached the level of Merit.

Capital University of Economic and Business

Sep 2008 - Aug 2012

Bachelor International Human Resource Management

- Main courses: Micro and macroeconomics, Labor law, Compensation Management, personnel psychology, average point: 86, won scholarships for three years.

WORK EXPERIENCE

Bank of China Beijing Branch

Oct 2016 - Oct 2017

Wealth Manager (full time)

- Carrying out the marketing tasks assigned by the head office and branches, cross-marketing savings deposit, credit card, fund, insurance and other retail businesses.
- Responsible for the development, maintenance and asset improvement of middle and high-end customers.
- According to the policies and regulations, compliance management, prevent risks.

Bank of China Beijing Branch

Apr 2013 - Sep 2016

comprehensive teller (full-time)

- Complete daily business operation, master personal foreign exchange business knowledge and relevant laws and regulations.
- Control risk, identify suspicious transactions and report to relevant departments.
- Find potential customers at the counter, independently or assist wealth managers to market funds, insurance, precious metals and other products.

Bank of China, Head Office

Sep 2012 - Mar 2013

Human Resources Assistant (seconded)

- Help performance managers to compile the performance evaluation questionnaire of the branch, and coordinate with the program personnel to adjust the questionnaire format.
- Responsible for testing the feasibility of performance appraisal and organizing the performance appraisal of each branch.
- Responsible for statistical evaluation results, analysis and preparation of part of the adjustment opinions.

MISCELLANEOUS

- **Skills:** Proficient in using Microsoft (Excel solver, data analysis), Excel to calculate VaR values and Eviews modeling, and Python to build portfolio strategy and conduct backtesting.
- **Certifications:** Fund qualification certificate, insurance qualification certificate
- **Languages:** IELTS 7.0 (Reading 8.5), CET-6 568