

## PERSONAL RESUME



# Aaron

**Job intention :**  
**Financial Accountant**

Age:25

Gender: male

Birthday: 03/12/1994

Location: Los Angeles

TEL: 00123456789

Mail: 1234567@gmail.com

Hobbies: drawing and football



## Education

Mar. 2013 - Jun. 2017

University of California at Los Angeles

Finance major

- **Honors and Awards:** National Scholarship for Encouragement, The First Prize Scholarship



## Experiences

Jul. 2018 - Present

Information technology co. LTD

Financial Accountant

- **Financial work:** Responsible for the company's accounting work, including a series of contents including original vouchers, accounting vouchers, ledger and general ledger, balance sheet, income statement and cash flow statement.
- **Reimbursement voucher:** After reviewing all expense documents and reimbursement vouchers of the company, sign them and summarize them to the general manager for approval. After approval, conduct expense reimbursement, and make a journal and monthly expense and income statement, so that superior leaders can report financial work.
- **Salary:** implement company's salary plan, use the usage of salary review documents the authenticity and accuracy of salary, is responsible for the salary bonus distribution and wage accounting, according to the composition of total wages and salaries get object, detailed accounting, and according to the requirement of the management department, prepare the relevant payroll report.
- **Financial statements:** assist superior leaders to prepare monthly/quarterly/annual financial statements, and input the original data into the financial system.

Dec. 2017 - Jun. 2018

Los Angeles Electronic Shopping Mall

Financial Assistant

- Responsible for the accounting and supervision of the revenue, expense and cost of relevant stores, prepare corresponding accounting vouchers, and check whether the original vouchers are true or not.
- Check accounts with related suppliers, prepare monthly reports and financial analysis forms.
- Be responsible for clearing the cash on hand, checking the cash journal, keeping the cash in hand according to the prescribed procedure, ensuring the safety of cash on hand and securities.
- Take good care of all kinds of blank checks, bills and seals.



## Skills

- **Professional competence:** Certificate of accounting profession
- **English ability:** CET-6, good reading and writing ability
- **Computer skills:** Computer rank examination level 2, proficient in office software and financial software