

Zhongwei Chao (Jack)

2830 16th ST NE, Hickory, NC, 28601
Email: chaozcpa@gmail.com, Tel: (510) 230-9924

SUMMARY

Result-oriented accountant with strong work ethic and over three years of experience. Team-oriented professional who prepares clear, comprehensive financial reports for executive-level management. Seeking an accountant position with room for growth.

HIGHLIGHTS

- CPA candidate
- Creative problem solving
- MS Office
- Cost benefit Analysis
- Organization and communication
- QuickBooks

EXPERIENCE

Taiji Group USA Inc, Conover, NC 06/2014-Present

Staff accountant

- Maintained integrity of general ledger, including the chart of accounts.
- Generated financial statements and facilitated account closing procedures each month.
- In charge of Accounts receivable and Accounts payable.
- Reconciled bank accounts at the end of each months

Chartis Finance of AIG, NYC 08/2012-12/2012

Accounting Intern

- In charge of 200 client's reinsurance contracts. Prepared quarterly activity summary sheet and premium/loss statement.
- Calculated the quarterly interest payment for each contract.
- Prepared quarterly reports for each contract.

Jiangxi Post Saving Bank, Jiangxi, China 01/2009-08/2011

Assistant Sales Manager

- Built and maintained the relations with fund companies and insurance companies. Shared financial market information and set the sales plan with those companies
- Trained the sales person to let them know the features of each financial product.
- Managed the sale process to achieve the sales goals and collected the sales data.
- Prepared daily, weekly, monthly profit analysis, and reported to director.
- Carried out Customer needs survey, and ensured outstanding customer satisfaction.

EDUCATION

Rider University, Lawrenceville, NJ

Master of Accountancy 09/2011- 05/2014 GPA:3.51

Jiangxi University of Finance and Economics, China

Master of Business Administration (Concentration: Marketing) 09/2006-01/2009 GPA:3.45

Bachelor of Science in Business Administration 09/2001-07/2005

