

CHEN, Congxuan

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EDUCATION

The Chinese University of Hong Kong

- Major: Marketing

09/2024-10/2025

Xiamen University

09/2017-06/2021

- Major: Accounting GPA: 83/100

WORK EXPERIENCE

Western Advantage Capital Investment Company

11/2023-02/2024

- Participated in the daily accounting work of more than 20 funds, including preparing the account voucher in fourth quarter of 2023, sorting and checking the bank receipts, and drafting business agreements and other contracts.
- Encoded the accounts of a fund for 6 years into system, including processing 500+ voucher information and assisting in transition for the accounting software of the fund.
- Assisted in the year-end accounting work and annual statement, including handling the work papers of internal controls in 2023, fixed asset inventory charts, low-value consumables charts, etc. of the 3 branches of the investment company to verify and rectify records; participated in the business operation budget statement in 2024.

Yanchang Petroleum Sale Company

01/03/2021-09/04/2021

- Assisted the budget management team in processing funding applications and working capital requests from 4 subsidiaries and 5 affiliated companies. Helped to produce the company's 2021 comprehensive budget management manual, including verifying budget amounts and digital indicators for each subsidiary.
- Organized thousands of sales data for the first quarter, completed the economic analysis(e.g.expense statistics and economic indicator calculations), and created visualized charts and table to analyze business operations.

Da Hua CPAs LLP. Shaanxi Branch

06/2019-08/2019

- Collected and organized organizational structure information of the audited entities, verified the amounts of more than 20 financial statement items, including fund management, detailed receivables, and internal cash flow details. Assisted in preparing interim notes for the financial statements.
- Participated in mid-term audit work, inputted and verified the financial statement amounts of 12 subsidiaries and 19 construction projects of the audited entities. Utilized Excel and financial software for data processing.

PROJECT EXPERIENCE AND CAMPUS ACTIVITY

College of Materials Science, Petroleum Anti-Corrosion Innovation Project

Core Member

- Conducted in-depth research on the petroleum industry from multiple ways(e.g.interview industry professionals). Evaluated the feasibility and innovation of the project through market trend analysis and financial budget analysis.
- Utilized multiple models such as PEST and SWOT frameworks, etc., to conduct the qualitative analysis. Determined market positioning and conducted product life-cycle analysis. Assessed potential risks associated with the market entry of the technology and proposed corresponding measures to mitigate those risks.
- The project won the Excellence Award at the 6th Energy Technology Competition of Xiamen University.

Student Union, Department of Psychological Development, School of Management

Minister

- Led a team of 20 people to perceive students' psychological needs. Organized 7 mental health education events for the school, with 600 participants, reaching nearly 10,000 views on publicity notifications.
- Innovated the publicity approach through new media platforms by establishing a dedicated WeChat official account. Published promotional materials for each event, resulting in an 80% increase in event exposure and influence. Estimated the scale of student participation based on the number of views.
- Led the team to participate in the "Xiamen University Psychological Drama Competition" and won second place.

HONORS AND AWARDS

- Excellent Academic Scholarship for Undergraduates, Xiamen University, Class of 2020-2021, 06/2021
- Merits Student, Xiamen University, Class of 2021, 06/2021
- Excellent Academic Scholarship for the 2nd Semester of the 2020 Academic Year, Xiamen University, 12/2020
- Outstanding Student Cadre, Management School, Xiamen University, 2018-2019 Academic Year, 07/2019
- Active Member of News and Publicity Work, Xiamen University, 2018 Academic Year, 03/2019
- Best Creative Award for Educational Comics and Media Works, the Ministry of Education and Yiban, 2017

OTHERS

- Languages: Mandarin (Native), English (Fluent, IELTS7.5 and 8.0 in spoken)
- IT Skills: Microsoft Office Suite; C language; R language; SPSS
- Certificates: Computer Level 2 MS Office Advanced Application and Design Certificate (2020)