**RESUME**



August 10, 1982

13800123456

12345@163.com

Guangzhou, Guangdong

XINGYUNRI

Objective: Business Analyst

**EDUCATION**

**2012.09-2016.06 Sun Yat-sen University Accounting (Bachelor)**

Western economics, accounting computerization, marketing, intermediate financial accounting, advanced financial accounting, international finance.

**CERTIFICATE**

Qualification Certificate of Junior Accountant

Qualification Certificate of Accounting Profession

Having passed the English test of Certified Management Accountant (CMA)P1

Certificate of Level 2 in National Computer Rank Examination

**SPECIAL SKILLS**

Being familiar with accounting theory

Mastering share option,futures and foreign currency hedge.

Mastering risk management.

**JOB EXPERIENCE**

**2015.07-2015.09 Bank of China Customer service**

**Job description:**

* Providing custom service including 7\*24 financial consultations, trading assistants, Q&As and customer cares through telephone and internet.
* In the cases of which clients’ problems could not be solved online, transfer the information to the back staff to settle, and track the settlements before communicating with the clients.
* Abiding the regulations and working closely with the operating administration and other co-workers.

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**ABOUT ME**

I’m familiar to related regulations and institutions, thus able to control the risk of bank operation.

Consequently my positive attitude and strong ability of learning led to my outstanding academic achievement.

With a creative and dynamic mind, I’m keen on attending social practice and volunteer work with a quality of hardworking and rigor.

Last but not least, I’m always honest by sticking to my promise and always willing to communicate with others or to help them with a great sense of teamwork.