

My Name

EDUCATION

HUAQIAO UNIVERSITY

Quanzhou, Fujian

Bachelor of Economics

2015

- Second-Class Scholarship for High Academic Outstanding – 2014
- Section Chief of the Securities Association – 2013
- Provincial-Level Outstanding Dormitory – 2013
- Outstanding Team and Thesis in Social Practice – 2013
- Third prize of game for international cultural exchange – 2012

INTERNSHIP EXPERIENCE

Great Wall Securities

Shenzhen, Guangdong

Secretary Assistant, Investment Bank Department

June 2015 – Aug 2015

Great Wall Securities is a comprehensive securities company, the registered capital of ¥2B

- Sorted and recorded the expense account, ensuring staff get their reimbursement in time
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China CITIC Bank

Chongqing

Account Manager Assistant, Corporate Banking Department

Aug 2014 – Sep 2014

China CITIC Bank is China's seventh-largest lender in terms of total assets

- Completed the applications of 200 individual housing mortgage loans and calculated the monthly payment, getting 99% of the applications passed
- affirmed the existence of property developers with credit officer, accelerating the procedure of mortgage loans

BDO International

Chongqing

Audit Assistant

Jan 2014 – Feb 2014

BDO International is the fifth largest accountancy network in the world

- Wrote 50 Bank Confirmation letters, sent them, and got response, integrating the annual reports
- Took the inventory of professional equipments of an botany institute, guaranteeing the interest of the property's owner

PERSONAL

Jogging – have insisted on jogging for 4 years and completed one half marathon

Photography – have taken a series of courses at the Duobei open course

Swimming – have taken a swimming course for 2 semesters in the university