XIAOLUOBO

Objective: Bank Teller

PROFILE

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

**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.

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

EDUCATION

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

Major: western economics, applied economics, accounting computerization, financial management, marketing, economic law, intermediate financial accounting, advanced financial accounting, cost accounting, management accounting, auditing, international finance.

EXPERIENCE

**ICBC Bank accounting and teller** 2016.01-2016.06

* Responsible to foreign deposit and interest calculations, computerized accounting, printings of vouchers, bankbooks, deposit receipts.
* Responsible to consuming and safekeeping of cash for operating, documents of values and important blank vouchers including bankbooks, important blank vouchers and documents of value.
* Dealing with balance accounts and printing their bills,then seal the previous materials under the supervision of integrated tellers and transfer the data of accounts including vouchers to the integrated teller before the shift.

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

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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PRO SKILLS

Age:24

Phone: 13500135000

E-mail: service@500d.me

Address: HuangCun,Tianhe District, Guangzhou, Guangdong

CERTIFICATE

* Certificate of Accounting Profession
* CET-4, good skills for listening and reading English
* First Level Certificate for NCRE, manipulate office software

SELF-ASSESSMENT

* Adaptable to surroundings.
* abilities of independently thinking，appreciating，analyzing，devising and solving problems.
* strong sense of professional ethics.

PRO SKILLS

Photoshop

Illustrator

[PowerPoint](http://www.baidu.com/link?url=Lhn8wXWc4_6IVPgMaS6qYF_vjKbcG9cGW2VLp4HxRdrHT0HN33ALPQ3W4XuNWMFx)

Adobe After Effects

Communicate

Planning ability

80%

70%

85%

75%

80%

70%