

Sample resume – international finance

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Andrew Chun

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EDUCATION

2012-current	Bachelor of Commerce (Finance) Monash University [Australia] <ul style="list-style-type: none">• Due for completion July 2015• 75.44% average and GPA of 3.13 achieved to date• Accepted into the Golden Key International Society for academic achievement
2011	Associate Degree of Business Administration The University of Hong Kong - School of Professional and Continuing Education, Hong Kong
2002-2010	Hong Kong Certificate of Education (HKCEE) and Hong Kong Advanced Level Examination (HKAL) St.Louis School, Hong Kong <ul style="list-style-type: none">• Science and Business focus

ACCOUNTING EXPERIENCE

Nov 2014-Jan 2015	Assistant Administrator Resources Recovery Victoria, South Yarra <i>Provides debt recovery service to Credit Card Agencies.</i> <ul style="list-style-type: none">• Responsible for receipt processing• Preparation of financial reports• Provide assistance to Partner, Manager and Seniors when required
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Nov 2013-Jan 2014

Accounts Clerk

Gulf Agency (Shipping) Company, Hong Kong

Third largest in import and export company in Hong Kong

- Responsible for daily journal entries, monthly reconciliation, banking duties, financial income statements, data entry and clerical tasks
- Take part of service processes and value chain

CUSTOMER SERVICE EXPERIENCE

Dec 2013-June 2014

Sales Assistant

Duncan Liquor

- Responsible for sales, stock-processing and serving customers

Feb 2012-April 2013

Kitchen Hand

SushiSushi, Melbourne Central

- Customer service
- Food preparation
- Cash register operation

May-Aug 2010

Telesales

APAC, Hong Kong

- Invited the members of the Oracle University to upcoming seminars and provided information
- Updated and checked their information using database

PROFESSIONAL DEVELOPMENT

October 2014

Introduction to QuickBooks QB Certificate

Reckon Training

2011

Leadership Training Course

Lok Sin Tong Leung Kau Kui College

DEMONSTRATED SKILLS

Finance expertise

- Completion of debtor statements
- Preparation of Business Activity Statements and Instalment Activity Statements
- PAYG System including PAYG withholding and PAYG instalments
- ETP rollover statements

Team work

- Dedicated team player having effectively contributed to work groups during my employment ranging in size from 5 – 35
- Developed strong interpersonal skills while working with others on group assignments at university. Maintained a distinction average for all group assignments.
- Excellent time management proven when meeting deadlines for reporting in my current accounting role at Resources Recovery

Communication skills

- Professional communication capabilities shown when providing customer service in a variety of settings working with accounting clients and also in the busy hospitality industry
- Fluent in spoken and written Chinese
- International English Language Testing System (IELTS) overall band 6.5/9

Computer skills

- QuickBooks, MS Excel, MS Word and MS PowerPoint

EXTRA CURRICULAR ACTIVITIES

Feb 2013-Dec 2014

External Relations Officer

AIESEC (Association Internationale des Étudiants en Sciences Économiques et Commerciales - Student run global organization focusing on youth leadership development)

- Responsible for contacting external organisations to introduce AIESEC during Expo to manage relationships
- Participated in writing a proposal for increasing internship positions

INTERESTS

- Cooking
- Basketball
- Photography

REFEREES

Ms Lucy Strandello

Director

Resources Recovery Victoria

Telephone: 0400 567 890

lucy.strandello@rrvic.com.au

Anthony Wong

Branch Manager

SushiSushi, Carroll Resources Pty Ltd

Telephone: (033) 9882 2233