|  |  |
| --- | --- |
| Type your address here  |   |
| 888-888-8888 |  |
| Type your email address here |  |

**ZHANG SAN**

* Technical skills: MS Office (Particularly Word & Excel)

|  |  |
| --- | --- |
|  | QUALIFICATIONS |

* Proven ability to set realistic goals and allocate time efficiently
* Strong understanding of accounting knowledge and creating I/S and B/S
* Able to conduct detailed SWOT, customer, and competitor analyses
* Comfortable formulating financial mock investments, decision analysis, and business strategies

|  |  |
| --- | --- |
|  | Education & TRAINING |

##  Master of Computer Science| Simon Fraser University

##  09 2016 – 06 2019

##  Bachelor of Business Administration | Langara College

##  09 2014 – 06 2016

|  |  |
| --- | --- |
|  | Professional EXPERIENCE |

## Bookkeeper – Accounting Department | XYZ Company Inc.

##  08 2020 – Now

* Processed Account Receivables and Account Payables
* Process journal entries, monthly bank/credit card reconciliation, and financial statements
* Generate daily deposit slips, monthly cash flow statements and related reports
* Prepare and submit income tax, non-resident tax and other government documents

## Intern – Global Trade department | | ABC Company Inc.

## 07 2019 – 07 2020

* Produced weekly statistical reports using Excel and Word
* Became familiar with all details and standards related to credit documents
* Phoned customers about updates or changes in their accounts
* Entered data, filed, mailed, scanned, faxed, and copied many types of documents

|  |  |
| --- | --- |
|  | Interests |

Fishing, Tai Ji, Ski diving, etc