



## CURRICULUM VITAE

- 2012                      **Nancy Jin & Associates Corp (CGA) – Accounting Firm**                      *Richmond, BC*  
**Tax Preparer and Bookkeeper**
- Bookeeping \* Tax – processed and posted
- 2005 - 2011                      **Xiamen Haicang Investment Group Ltd. – Real Estate**                      *Xiamen, China*  
**Assistant Manager**
- AR – oversaw AR cycle, analyzed AR aged report
  - AP – reviewed invoices, compared signatures
  - Bank – reconciled accounts, controlled cash flow
  - GST – Reviewed and remitted
  - Analysis – analyze actual and budgeted cost, company performance and projects
  - PPE – Maintained PPE books
  - JE's – posted, calculated depreciations and revenues
  - Reports – input journal entries, generated and reconciled financial reports
  - Audit – provided information to auditors, assisted in collecting documentation from third parties.
  - Budget – provided historical data for budget estimates