

Lin Mei

647-404-2266 Email: desireem@yorku.ca

75 Pemberton Ave North York ON M2M 1Y2

Specific Skills and Personal Attributes

- **Academic excellence**
GPA 7.02 of 9 at York University
Excellent Entrance Scholarship, York University
- **Accounting Software**
Fluently using Simply Accounting, Quick Books
- **One year Canadian working Experiences**
- **Financial Area:**
Well know North America financial security markets and trading policies.
Processional senses for the international trading.
Familiarize with the investment process and the management of individual investor portfolios.
- **Computer Skills:**
Proficiency in Word, Excel and PowerPoint

Education

- **Bachelor degree of Liberal Arts and Professional Studies, B.A., Business Economics**

Experience

- **Office assistant, Royal Institute of Science & Management (March-October 2007)**
Responsible for Full-Cycle Bookkeeping and investigate satisfaction of customer services.
Account Receivable and payable
 - ✓ Controlled over receipts of funds effectively
 - ✓ Prepared customers references by contacting them via emails, phone calls etc
 - ✓ Recorded invoices **accurately**
 - ✓ Prepared aging report and presented to Supervisor
 - ✓ Created receiving reports based on Vendors' invoicesPayroll
 - ✓ Set up new employees database with integrate documents if necessary
 - ✓ Prepared for payroll cheques and payroll reportsJournal and Ledgers
 - ✓ Recorded day to day expenses using Excel, Simply Accounting, etc
 - ✓ Made month-end adjustmentsAssistance
 - ✓ Share workload with my supervisor.
 - ✓ Responsible for the further communicate with customers.
 - ✓ Manage students and teachers documents
- **Cashier, Kimono SUSHI&BAR (December 2007- May 2008)**
 - ✓ Worked well under pressure and always referred by supervisor as **hardworking**
 - ✓ Compared merchandise invoices to items actually received to ensure that shipments are correct