

Ways to 1st step to outstand in job hurting - CV

决胜求职第一步-简历

吴平, ACCA会员



Contents

- Promote layout
- Tailor to the job
- Tell the truth
- Highlight measurable results



Promote layout

Keep length between 475-600 words

2. ABB Shanghai Motors Co., Ltd., Shanghai, China

Senior Finance Specialist, Local Motor and Generators Business Line, 04/2019-11/2019

- > To conduct monthly closing activities, including cost settlement, expense check, entry preparation, account analysis and highlight discrepancies;
- > To generate trial balance, reporting package and related disclosures, according to Accounting and Reporting Guidelines;
- > To develop and implement processes and procedures, e.g. warranty utilization analysis through different layers.

3. ABB Beijing Drive Systems Co., Ltd., Beijing, China

Business Financial Analyst, Local Drives Business Line, 10/2018-04/2019

- > To maintain material master data by following default rules and correct, update or block if necessary;
- > To calculate costs of inventories and orders, conduct monthly closing activities, including cost settlement, production order variance analysis, non-BOM expense list distribution, capacity and activity rate periodic maintenance, inventory reconciliation and Quarterly stocktaking, etc.;
- > To manage fixed assets covering: new purchase request check, transfer follow-up, disposal application and final documentation, construction in progress (CIP) status check and settlement, monthly physical counting, annual budgeting, etc.

4. ABB Global Trainee Program

-ABB (UK)Ltd., Business Controller, Local Power Grids Division; Assistant to Group Tax Manager-UK & Ireland, 10/2017-09/2018

-ABB Management Services Ltd. (Switzerland), Business Controller, Global Power Grids Division, 04/2017-10/2017

-ABB (China) Ltd., Tax Analyst, Country Tax, 01/2017-03/2017

-ABB Xiamen Low Voltage Equipment Co., Ltd., Project Financial Analyst, Local Digital Solutions Business Line, 07/2016-12/2016

5. United Nations Development Programme (UNDP), Beijing, China

Intern, Finance Unit, 06/2015-12/2015

- > To maintain and upgrade internal expenditure control system, assist in financial analysis and reports preparation;
- > To analyze and optimize workflow and participate in workshops for operations, projects on Finance;
- > To attend the 70th United Nations General Assembly as a young delegate.

6. The Hong Kong Polytechnic University, HKSAR, China

Research Assistant, School of Accounting and Finance, 03/2015-06/2015

Focus on *Audit Quality, Client Importance and Audit Partner Promotion* and review prior literature, collect related data, conduct quantitative analysis, etc.

SKILLS

- > Language: Mandarin(native), English(professional working proficiency), Cantonese(professional working proficiency);
- > IT: Microsoft Office, SAP, Business Warehouse, Atlas, Salesforce, Alphatax, SharePoint, OneNote, Power BI, etc.

第 1 页, 共 2 页 524 个字





Tailor to the job

The top 10 soft skills in demand

(from live career.com)

The development of soft skills is a crucial part of fostering a dynamic workforce.

Communication	Critical thinking	Adaptability
Organization	Social skills	Friendly personality
Teamwork skills	Creativity	...
Punctuality	Interpersonal communication	...

A close-up photograph of several business professionals in a meeting. They are seated around a table, focused on reviewing and writing on documents. The scene is brightly lit, suggesting an office environment. The text 'Tell the truth' is overlaid in white on a dark horizontal band across the center of the image.

Tell the truth

Buzzwords and cliches to avoid in resume

You can try with more specific expressions:

Fast learner

For example:

Completed a Python course in 10 days and passed final exam.

Experienced

For example:

Worked with project controlling team for 5 years and led 10 projects relating to robotics.

Team player

For example:

Collaborated with IT to set up a portal for expense claim.

Result-driven

For example:

Executed the finance transformation strategies to increase automation in 30% by mid of 2022.

Self-motivated

For example:

Registered for future skills training and completed more than 10 courses aside of normal work.

Flexible

For example:

Supported general accounting team for 2 months when lack of workforce.

A close-up photograph of several business professionals in a meeting. They are seated around a table, focused on reviewing and writing on documents. One person in the foreground is using a pen to write on a document. The background is softly blurred, showing office windows and other participants. A semi-transparent dark grey banner is overlaid across the middle of the image, containing the main text.

Highlight measurable results

The X-Y-Z resume bullet point formula

Accomplished X as measured by Y, by doing Z

For example:

- Saved 12 hours in monthly sales report preparation by using Power BI and collaborating with IT colleagues;
- Acquired 150 new accounts in 1 month by promotion seminars and competitive packages;
- Guided a group of 7 students to win 2nd place at Finance Innovation. Challenge by knowledge transfer, slide update and presentation review.

A person is seen from behind, standing on a dark mountain peak. They are looking out over a vast landscape of white and grey clouds. The sky above is a mix of blue and orange, suggesting a sunset or sunrise. The overall scene is serene and expansive.

Please study Unit 2 Personal Effectiveness for more details