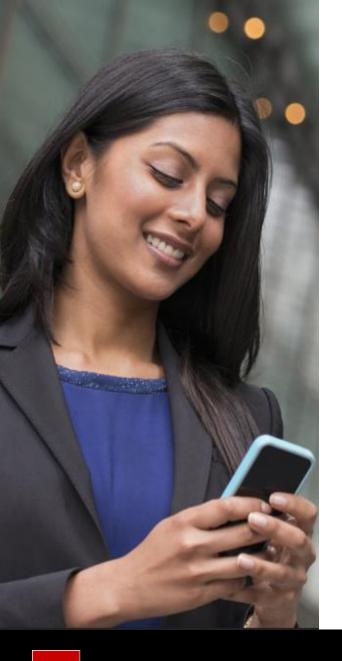
## Ways to 1st step to outstand in job hurting - CV

## 决胜求职第一步-简历

吴平, ACCA会员





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- 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 70<sup>th</sup> United Nations General Assembly as a young delegate.

6. The Hong Kong Polytechnic University, HKSAR, China

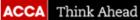
Research Assistant, School of Accounting and Finance, 03/2015-06/2015

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

> 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.







SKILLS



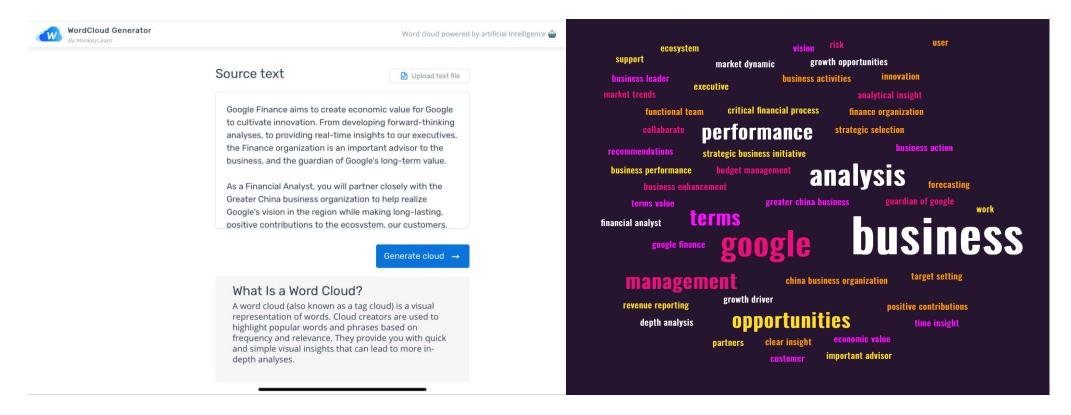
## Tailor to the job

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### Important keywords

To apply keywords that match the job, for example you are applying for financial analyst role in Google, trying to pick up keywords from job description:





### 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 |                      |



# Tell the truth



A99974

You can try with more specific expressions:

| Fast learner  | Experienced  | Team player  |
|---|--|--|
| For example:  | For example:   | For example:   |
| Completed a Python course in 10 days and passed final exam. | Worked with project controlling<br>team for 5 years and led 10<br>projects relating to robotics. | Collaborated with IT to set up a portal for expense claim. |
|   |  |  |
| Result-driven   | Self-motivated   | Flexible   |
| Result-driven<br>For example:                               | Self-motivated For example:  | Flexible<br>For example:                                   |

# Highlight measurable results



ADD D

### 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 2<sup>nd</sup> place at Finance Innovation.
   Challenge by knowledge transfer, slide update and presentation review.



## Please study Unit 2 Personal Effectiveness for more details

