

Developing a winning career in the field of management - resume cv example

[Business](#), [Management](#)



Developing a Winning Career in the Field of Management

Education

MSC in Finance and Management from Keele Management School, Keele University (September 2011 – September 2012)

Masters Level Dissertation on India Fiscal Policy Sustainability

Modules Studied

Financial Markets, Financial Modelling, Applied Finance (use of software tools including STATA, MS Excel, etc.), Quantitative Methods in Finance, Entrepreneurship, Strategy & Information Management (e. g. Porter's Five Forces, SWOT), Marketing & Operation Management, and Accounting & Finance.

Skills Developed

Life in the university has been full of the learning experience and related activities. I obtained valuable teamwork and planning skills. Particularly in the course of writing my dissertation, I handled software applications in different financial areas. These include STATA, VBA, and Excel. In the course of developing research skills, I have conducted questionnaire-based surveys with the help of my team and have interviewed 20 students.

One year Pre-Master Program on International Finance and Business from School of Finance, Renmin University of China (July 2010 – June 2011)

Main Subjects Studied

Business Research Methods, Corporate Finance, Micro-Economics, Macro-Economics, Accounting, Business and Management, Academic English and Study & Writing Skills

Skills Developed

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Understanding of the microeconomic and macroeconomic theories, corporate management, and knowledge of the basic theory and practice in stock company operations (through an internship in Dong Xing Stock Company)

Major in International Accounting (Sino-US Cooperation) from Shanghai Maritime University (September 2007 – July 2010)

Main Subjects Studied

The modules studied were related to accounting, management sciences, and essential concepts of law and computer applications.

Activities

Graduation Field Work and Internship in Dong Xing Stock Company

Skills Developed

Negotiation skills, problem-solving skills, and communication skills

Experience

Financial Management at Dong Xing Stock Company (Summer and Winter Internships from 2008 through 2010)

Objective

I aimed to obtain a responsible position in financial management at the Sino-foreign joint venture.

Responsibilities

Responsibilities included planning, implementing and supervising financial policies; planning and implementing financial projects related to the city's infrastructure; managing cash resources; meeting financial bodies; allotment audit; project budgeting; variance analysis & credit approval; management of bank balances and long-term money management.

Skills Developed

Short term and mid-term planning

Handling finances related to urban infrastructure development

Budgeting and auditing

Stock analysis

Long-term money management

Cash handling and accounting

Negotiation skills and conference etiquette

Contact Information: Dong Xing Stock Company, Beijing Haidian District

Fuxing road No. 20. Principal office phone number: +86 10-88218656; Mobile number: +86 13601396903

Waitress at Shanghai Pizza Hut (December 2009 – May 2010)

Responsibilities

The part-time job provided me with practical exposure to customer handling, supply chain management and point of sale management in a hardcore fast food retailing environment.

Skills Developed

Customer relationship management

Handling order supply and point of sale

Handling customers in a retail environment

Latin Teacher in the Ouyi Gym Club (August 2009 – May 2010)

Responsibilities

This was also a part-time engagement which provided me with valuable experience in teaching and training. I conducted and managed classes on a part-time basis that called for time management, scheduling, mentoring and monitoring skills.

Skills Developed

Communication skills

Mentoring and time scheduling

Maintaining physical fitness