

Beijing University of Agriculture 2007.09 - 2012.06

Major: Animal medicine Degree: Bachelor

Shuangxiong foreign Service Corporation Data auditor 2012.05 - 2016.01

Italy Visa Application Center 2013.02 - 2016.01

South Africa Visa Application Center 2012.05 - 2013.02

* Audit materials needed according to the embassy,including translations and printings of materials and files.
* Arrange interviews of the embassy, take photographs and collect fingerprints.
* Be responsible to inputting visa materials and designing charts for routine work.
* Be prepared to solve problems meet in material auditing and assist manager to settle complaints.Be responsible to telephone counselings, e-mail replying and recordings on weekends and holidays.
* Collection of visa fee, and reconciliation of billing data with financial department.Keeping visa materials, assuring the privacy of the materials according to operating regulations of the embassy’s security.
* Inventory check of restitution and inventory of passports to ensure their security everyday.

Prizes:

* Certificate of appreciation within service satisfaction survey of VFS.GLOBAL .
* Winning second-level prize annual meeting of company in 2013 by “Zulu dance”.
* Acquired English skills and successfully passed CET-6.
* Able to communicate by daily social expressions in French.
* Be familiar to Office applications such as Word, Excel, PPT, Outlook, as well as designing software like Photoshop.
* Acquired agent qualification certificate and exhibition certificate.

I’m enthusiastic, optimistic with good psychological quality. I’m also sincere to others, and willing to endure hardship. I’m capable to meet challenge, good at observing and communicating with others, with strong sense of responsibility and teamwork.

Within 3-year’s experience of working as a auditor, I’m familiar to the process of visa application, and acquired strong English listening and speaking skills. Meeting different visa clients helped develop my communication skills, especially while settling complaints from clients, I’m always able to assist my manager to solve problems for clients, with sincere and modest mind.

Assessment

Experience

Yjianli

*School Situation*

*Languages*

The year of 27

Wuhan,Hubei

135-0000-0000

www.yjianli.com

English ( fluent )

French ( general )

Extracurricular Activities:

* 2007 - 2009

League branch secretary

* 2009 - 2011

Psychological commissioner

Awards:

* 2007 - 2008

Outstanding League Member of the College

* 2008 - 2009

Second state scholarship of the Colledge

* 2009 - 2010

University-level outstanding student cadres

Skills

Education