

# Yanqian Jin

## AP Accountant

✉ 962369436@qq.com ☎ 15052244723 📍 Wuxi Jiangsu

### PROFILE

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Energetic accounting with 15+ years of experience since graduation. Skilled in data analysis using ME Excel pivot tables and other related operations such as Vlookup, Sumif, Round, etc. Holding intermediate Accounting Professional Qualification certificate. Knowledgeable of ERP systems, including SAP, PeopleSoft, and BENQ. Coordinating activities with IT, operations, public relations, and HR dept. Strong sense of responsibility, high loyalty, rigor, and meticulousness, and working independently.

### PROFESSIONAL EXPERIENCE

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#### GL Accountant

Wuxi Yuejia Commercial CO.,Ltd.

10/2012 – present  
Wuxi, Jiangsu

- Verify payment application and employee reimbursements : review the original supporting for the service contract (3-way matching- vendor invoice amount, contract amount, and payment request). check and ensure all payments complied with company policy and government laws.
- To handle documents related to the bank: develop consistent metric reporting for bank account openings/modifications/closures and maintain good relationships with bank staff.
- Monthly Closing and Bank Reconciliation: reconcile bank statements against the GL and make any necessary adjusting entries. to ensure period-end closing activities are done completely & smoothly.
- Responsible for Monthly VAT and IIT returns, Quarterly Stamp tax and Income Tax Returns, and Annual Income Tax Filing Returns. Prepare for Income and output VAT reconciliation, Certified deductible invoice list, and input VAT reconciliation, Stamp tax, and Individual income tax.
- Actively participate in internal and external audits to provide required information timely and accurately, including CIT Annual filing /tax filing support.
- To be responsible for statistic reports and sales forecasting: declare statistical monthly, quarterly, and annual reports. Report to the subdistrict office with this month's sales based on daily sales reports and budget reports.
- Organize the files of accounting saved on sever per requirement: back up financial data, fill with relevant contract management, and ensure that the data is complete.

#### Key Achievements

- Analyze bank fees and reconcile fees against bank price books. Saved 20% of the expenses for the company.
- To handle around 2000 pieces of bank statements per month to ensure that the company's ending balance reconciles with the actual bank balance.
- Review about 100 reimbursement forms every month to reduce unnecessary expenses.

#### Cashier

- To enter all daily income that has been received by the company and to ensure that all relevant revenues such as shopping cards, revenue receipts, and other revenues, are correctly and completely recognized and recorded in the General Ledger accounting system.
- To issue VAT invoice: based on the actual content of the payment received, and approval by the leadership ensure VAT invoices are issued correctly and timely.

02/2011 – 09/2012  
Wuxi, Jiangsu

#### Payroll

- To handle employee master data maintenance: verify the salary details of about 1000 employees by using Excel formulas and complete the monthly settlement in time.
- Declare social security provident fund and provide social security annual review data: establish employee social security provident fund tracking form and provide annual review materials.
- Carry out accounting entries for every human resources-affiliated subject.
- Review the bonus and be responsible for IIT returns.
- Securely store and archive electronic payroll reports and keep the information confidential.

05/2007 – 01/2011  
Wuxi, Jiangsu