Curriculum Vitae

Rachel Quan

Mobile: 07407199374 E-mail: rachelqhs@hotmail.com

Profile

A diligent and highly motivated individual who was working in Clermont Hotel Group (AP Administrator, maternity cover) until end of May 2025. I have completed an AAT Level 4 Professional Accounting qualification and now self-studying CIMA. During study period, I have received an "Outstanding Student" award after completing the AAT Level 3 Professional Accounting, demonstrated a strong aptitude and passion for accounting.

Key Skills and Qualifications

- **- Excellent numerical skills and attention to detail**
- **- Proficient in MS Office suite (Word, Excel, PowerPoint)**
- **- Experienced in using accounting software such as Sage**
- **- Strong analytical and problem-solving abilities**
- **- Excellent communication and client-facing skills**
- **- Ability to work effectively under pressure and to deadlines**
- **- Fluent in Mandarin, Cantonese, and English**

Accounting and Education Background

- **- AAT Level 4 Professional Accounting**
- **- AAT Level 3 Professional Accounting (Merit) with "Outstanding Student" award**
- **- AAT Level 2 Professional Accounting (Distinction)**
- **- BSc in Biology, Zhao Qing University, China**
- **- Community Interpreting Level 3**
- **- ESOL Advanced Level 1**
- **- UK Driving License**

Relevant Work Experience

AP Administrator, Clermont Hotel Group | Sep 30, 2024- 31st May 2025

- Gained experiences in Access, Opera, SAP, such as searching information, bank details checking, posting related information in Spreadsheet (high intermediate level Excel skills), processing invoices Access, posting invoices to SAP.
- Dealing with customers' emails/calls.

Accountancy Work Experience, PSB Accountants Ltd | June 15, 2022 - July 20, 2022

- Gained hands-on experience in various accounting tasks such as bookkeeping, VAT returns, and payroll processing, bank statements reconciliation.
- Demonstrated strong analytical skills in reviewing financial records and identifying discrepancies - Learned to utilize accounting software and systems to maintain accurate financial records

Freelance Interpreter (English ↔ Mandarin/Cantonese) | December 2013 – 26th Sep 2024

- Developed excellent communication and interpersonal skills through client interactions
- Gained experience in accurately translating complex financial and technical information

Private Mandarin Tutor | September 2014- 26th Sep 2024

- Homed teaching and explanation skills, enabling me to clearly communicate complex topics

Client Liaison/Marketing Officer, Hana Trading Office (Guangzhou), China | July 2003 - January 2008

- Assisted foreign clients in procuring goods and exporting them from Chinese wholesalers
- Negotiated with wholesalers to obtain discounts for overseas clients
- Sending invoices (including responding to customer inquiries regarding orders/shipping/billings, providing account info tabs resolving any payment- related issues);checking credit cards/electronic transfer.
- experiences in monitoring customer accounts for overdue payments, sending payment reminders;
- Developed strong problem solving and customer service

References available upon request