⯈HaiHong Huang

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**Personal summary**

Highly dedicated, reliable and disciplined, I can accomplish various office duties. Experienced in secretarial work, bookkeeping, budgeting and producing monthly reports, I look forward to providing support to an organization that offers long-term possibilities of accomplishment.

**Professional Profile**

|  |  |
| --- | --- |
|  | **2016-2017 Canada Paper Gold Inc.** |
|  | Job TitleSecretary, Accountant |
|  | Responsibility |
|  | \* Assist setting up the company |
|  | \* Registration of the company |
|  | \* In charge of employment |
|  | \* In charge of accounting |
|  | \* Balancing bank account |

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|  | **2013-2016** **Guy E. Dulude, Avocat-Arbitre** |
|  | Job TitleSecretary, Accountant |
|  | Responsibility |
|  | \* Prepare decisions and letters |
|  | \* Prepare billings |
|  | \* Prepare asset, liability, and capital account |
|  | entries by compiling and analyzing account |
|  | information |
|  | \* Journal book of account |
|  | \* Payable and Receivable |

|  |  |
| --- | --- |
|  | **2010-2012** **Toronto family** |
|  | Job TitleLive-in caregiver |

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|  | **2000-2010** **Automobile Parts China** |
|  | Job TitleAccountant and Co-Owner |

**Certificate and educational background**

2009 Live-in Caregiver Training Course

Certificate from Anka Educational Training Center

2009 Certificate of CPR and First Aid with Red Cross

2007 Accounting Certificate in China