

Ms. Tang Yan (IVY)tangyan106@163.com (852) 67298210 (86)155-4686-8446

ADDRESS: FLAT G 29/F TOWER 1, HARBOUR PLACE, No 8 OI KING STREET HUNG HOM KLN, HONG KONG

**PROFILE**

- Familiar with international accounting standards (IFRS) and Chinese accounting standards (ASBE)
- Able to work under pressure
- Full of passion & Good learning skill
- Friendly & easy to get along with
- Strong sense of perseverance & responsibility

EDUCATION

2016 – Present	the Hong Kong Polytechnic University	Hong Kong
	Master of Professional Accounting (expected graduation June 2017)	
2010 – 2014	Chongqing Technology and Business University (Honored graduate)	Chongqing, China
	Bachelor of Management – Accounting	

OUTSTANDING SUBJECTS**Bachelor of Management – Accounting**

Advanced Performance Management	96	Taxation Theory and Practice	96
Financial Management	94	Auditing	94
Financial Accounting	92	Performance Management	92

EXPERIENCE

Jul 2015 – May 2016	MOMA China Co., Ltd (HK1107 real estate developer)	Suzhou, China
	- Accounting Supervisor /Cashier	
	<ul style="list-style-type: none"> Prepared financial statements & daily, monthly and annual cash flow report , Tax return and payment and responsible for Cash receipts and disbursements; 	
	Achievement: timely and efficiently completed the required reports & no delay in tax payment & completed financial statement within 3 days after the end of every month.	
	<ul style="list-style-type: none"> Prepared budgets & regularly updated project budgets and analyzed budget usage, such as cost and expenses. 	
	Achievement: the company cost was controlled within the scope of monthly and annual budget.	
	<ul style="list-style-type: none"> Registered business, opened bank account and social security account etc. 	
	Achievement: successfully registered 3 new companies within one week and completed tax registration, bank accounts and financial accounts of 3 new companies within one month.	
	<ul style="list-style-type: none"> Supported to financial institutions. 	
	Achievement: monitored and assisted bank staff with mortgage loans timely in order to smoothly complete sales returns indicators required by group.	
Jul 2014 – May 2015	MOMA China Co., Ltd (HK1107 real estate developer)	Beijing, China
	<ul style="list-style-type: none"> Participated in the project of financial system upgrading and transforming. 	
	Achievement: completed the real estate accounting subjects and responding business field to meet the updating requirement.	
	<ul style="list-style-type: none"> Prepared financial statements over 20 non-property companies and tax administration, documentation; 	
	Achievement: timely and efficiently completed the required tasks	
	<ul style="list-style-type: none"> Assisted Vice-president & CFO in managing financial process and operation, team building & meeting etc. 	

PROFESSIONAL ASSOCIATIONS

2014-present	ACCA (The Association of Chartered Certified Accountants -Associate Member)
2016	Fund practitioner qualification certificate (completed in Nov,2016)
2016-present	CICPA (The Chinese Institute of Certified Public Accountants- in progress)
2012	Certificate of Accounting Professional

AWARDS/HONORS/CERTIFICATIONS

2014/2015	Outstanding New MOMA'er (Employees) of MOMA China Co., Ltd
2010-2014	Comprehensive Scholarship for four times and Excellent Student Scholarship for two times
2014	Outstanding Graduates
2013	Third Prize of National College Students English Contest

EXTRA-CURRICULAR ACTIVITIES

2013	Sichuan Ya'an Post-earthquake Reconstruction Project - 壹樂園 (volunteer)
2013	Annual Meeting of MAD2013 in Hong Kong

SPECIAL SKILLS & INTERESTS

Computing	<ul style="list-style-type: none"> Microsoft Office (English) applications – Advanced Use; Accounting System(NC) – Advanced User
Language	<ul style="list-style-type: none"> English (Fluent; TOEIC-755) Mandarin (Fluent); Cantonese (basic)
Interests	<ul style="list-style-type: none"> Play Hulusi (Chinese classical music instrument); Climbing