

Name: Yim Lok Kwan, Isaac (ACIS, ACS)

Mobile: 852-62812859

Email: isaac_ylk@yahoo.com.hk

1. Personal Details

Date of Birth: 15-05-1987

Marital Status: Married

Gender: Male

Nationality: Chinese

2. Profile

- In-depth accounting and company secretarial knowledge
- Excellent communication skills
- Strong planning and organizing ability
- Willing to work under pressure and accept challenge
- Quick learner, good team player and self-motivated
- Striving to do my best

3. Academic Background

2016

The Hong Kong Polytechnic University
Master of Corporate Governance

2010

Hong Kong Shue Yan University
Bachelor of Commerce (Honors) in Accounting

4. Working Experience

Employer:	Equiom Corporate Services (Hong Kong) Limited
Period:	05/08/2015 – Present
Position:	05/08/2015 – 31/12/2015 Corporate Services Officer 01/01/2016 – 31/12/2016 Senior Corporate Services Officer 01/01/2017 – Present Assistant Manager, Corporate Services
Job Duties:	<ul style="list-style-type: none">• Handle Hong Kong and offshore company secretarial matters (manage around 220 private companies)• Deliver quality and professional secretarial services to clients, including but not limited to, change of directors or secretaries, allotment of shares, shares transfer, repurchase of shares, alteration in M&A, change of company name and filing of charges• Attend to the formalities to ensure the companies are in good standing and complied with the local laws• Practical experience in incorporating companies in Hong Kong, United Kingdom, Vietnam, India, British Virgin Islands• Address clients' enquiries and prepare tailor-made proposal for new clients• Explore opportunities by cross-selling

Employer:	Vistra Hong Kong Limited
Period:	01/08/2013 – 02/04/2015
Position:	Corporate Services Executive
Job Duties:	<ul style="list-style-type: none"> • Provide professional secretarial services to clients for companies in HK and offshore jurisdictions • Schedule the preparation of AR and AGM to meet deadlines for HK companies • Attend to annual requirements, e.g. AR and AGM, for HK companies • Assist clients in attending to ad hoc secretarial exercises, for various jurisdictions including change of directors or secretaries, transfer of shares, alteration in M&A, alteration in share capital and allotment of shares, change of company name and filing of charges • Handle renewal of annual license fees in various jurisdictions • Update client information by using Viewpoint • Handle clients' enquiries and assist in preparing proposal for new clients • Handle billing and collection

Employer:	Corporate Information Advisory Limited
Period:	23/06/2012 – 31/07/2013
Position:	Deputy Chief Representative
Job Duties:	<ul style="list-style-type: none"> • Handle day-to-day bookkeeping • Prepare month-end schedules and monthly income statement • Prepare monthly bank reconciliations • Manage a portfolio of Hong Kong companies by providing corporate, business, management and administration services • Build up opportunities by promoting corporate secretarial, accounting, taxation and other value-added services to Mainland clients and intermediaries • Maintain strong relationships with clients

Employer:	TMF Hong Kong Limited
Period:	05/02/2012 – 22/06/2012
Position:	Assistant Client Account Manager, Corporate Services
Job Duties:	<ul style="list-style-type: none"> • Manage assigned portfolio of Corporate clients • Grow the size of the existing portfolio by promoting corporate secretarial, accounting, taxation and other value-added services • Explore opportunities in European market • Maintain strong relationships with clients
Period:	27/08/2010 – 04/02/2012
Position:	Assistant Accountant
Job Duties:	<ul style="list-style-type: none"> • Provide a full range of accounting, administration work in Finance Department. • Prepare month-end schedules and assist month-end working • Prepare GRP file for uploading to Hyperion • Analyze, interpret and provide commentary on financial data • Compare business results against budget, analyze income and expenditure • Review vouchers and management accounts • Report to Group Finance on Weekly Cash Report • Keep track on intercompany balances

5. Computer Applications

Accounting Software: Dac-easy, QuickBooks, Peachtree, MYOB
Others: Dynamics, View Point, CSA, Nav
Microsoft Words, Excel and PowerPoint

6. Language Ability

Native in Cantonese
Fluent in Read/Spoken/Written English, and
Fluent in Mandarin

7. Date of Availability: 1 month notice

8. Expected Salary: HKD36,000