

Resume

Lo Lai Fan, Jane

Address: Yau Tong, Kowloon

Mobile: +852 9836 6755

Email: lolaifan141827@gmail.com

Work Experiences

May 2015 – **Associate I for Boardroom Corporate Services (HK) Limited**

- July 2017
- Prepare full set of monthly and yearly management accounts for clients
 - Provide monthly book keeping services to clients
 - Provide in-house accounting services to clients
 - Assist clients' employees to apply working visa
 - Perform monthly payroll functions with MPF administration
 - Prepare returns for submission to the Inland Revenue Department

Aug 2013 – **Company Secretarial Assistance for Acorn Businesses Services and Consultancy Limited**

Sep 2014

- Handle various company secretarial assignments (from incorporation to winding-up) for clients' Hong Kong and offshore companies
- Prepare meeting material and arrange Director's schedule
- Assist in different agent projects

Jun 2012 – **Administrative Clerk for Serco Group HK Limited (Student intern)**

Aug 2012

- Prepare material for presentations
- Assist in administrative assignments
- Keep records for monthly petty cash

Education

- 2014 - 2015 **The Open University of Hong Kong**
Bachelor of Business Administration in Corporate Administration
- 2010 - 2013 **Hong Kong Institute of Vocational Education (Tsing Yi)**
Higher Diploma in Corporate Administration
- 2012 **Hong Kong St. Perth College**
➤ LCCI Level 3 Accounting
➤ LCCI Level 2 Book-keeping & Accounts

Scholarship Award

March 2013 CPA Australia Excellence Award

Skills

- Language:** Proficiency in Chinese and Mandarin
Good command of both written and spoken English
- Computing:** MS Office Package: Excel, Word, PowerPoint and Access
Accounting package: Oracle Financials, Peartree and SAP
Payroll package: iHRLite, HRPlus and EPE system with e-Portal