

**Kong Pui Yee Bonnie**

**Address:** Flat M, 32/F Block 1, Fu Ning Garden,  
25 Po Ning Road, Tseung Kwan O, NT

**Telephone:** 6285 8787

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## **SUMMARY**

Responsible and competitive Fund Accounting Assistant Manager in ADM Capital, an Investment manager focusing on Asset Management and in charge of large-scale fund accounting, valuation and administrative work for both Private Equity and Hedge Funds. Being a strong coordinator and team player with positive, cooperative and independent characters, evidenced by 9 years' audit related and fund accounting experiences.

## **PROFESSIONAL MEMBERSHIP**

Jun 2011- Present                      **Certified Public Accountant, Hong Kong Institute of Certified Public Accountants**

## **EDUCATION**

Jun 2008 – Aug 2008                      **City University of Hong Kong**  
Postgraduate Certificate in Professional Accounting

Sep 2005 – May 2008                      **Hong Kong University of Science and Technology (HKUST)**  
Bachelor of Business Administration in Management of Organizations and Marketing-  
Second Class Honor

Sept 1998 - Mar 2005                      **Belilios Public School**  
HKAL (1A 1B 1C 2D)  
HKCEE (3A 3B 2C)  
Mrs Choi Chui Luk Memorial Scholarship, Outstanding Student Award

## **AWARDS AND ACHIEVEMENTS**

Jun 2011                      **Member, HKICPA**

Jun 2008                      **Common Recruitment Examination, HKSAR Government:** Pass in Aptitude Test

Apr 2008                      **State Putonghua Proficiency Test, HKUST:** Grade Three

Aug 2007                      **International English Language Testing System (IELTS):** 7.5 out of 9

Jul 2005                      **Office of the Commissioner of Insurance:** Pass with Insurance Intermediaries Qualifying Examination Paper 1 and 3

Dec 2004                      **London Chamber of Commerce and Industry Examinations Board:** Pass in Level 3

Dec 2002                      **London Chamber of Commerce and Industry Examinations Board:** Pass with Distinction in Level 1

## **WORKING EXPERIENCE**

Jun 2011- Present                      *Fund Accounting, Assistant Manager, ADM Capital*

- To prepare timely and accurate Net Asset Values for Private Equity Funds and Hedge Funds, equipped with product knowledge of various security types and derivatives
- To prepare the IRR data, financial statements and fund portfolio reports
- To reconcile the cash and handle all the middle office work which support the front and back office teams, being strong supporter in liaising and assisting the Investor Relationship and Risk Management teams.
- To execute fund administrative work, such as preparing capital call and distribution notices, payment instructions, price input, forward exchange contracts and trade settlements
- To assist and tackle issues for Annual audit and cooperate with auditors

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- Apr 2010- Jun 2011

  - To keep the full set accounting for SPVs and tax filing and annual review of Beijing Office and Wuhan SPVs
  - To have strong experience in dealing with funds' Custodian Bank and Administrators  
*Fund Accountant, The Hong Kong and Shanghai Banking Corporation Limited*
  - To provide fund accounting and valuation services for Hedge Fund and Private Equity Investment
  - To handle daily fund administrative and operational work and act as a good communicator on behalf of clients with investors, auditors and fund houses
  - To calculate NAV and prepare weekly, monthly reports and financial statements
- Sep 2008- Mar 2010

*Audit Associate, Deloitte Touche Tohmatsu*

  - To provide statutory auditing services for engagement clients,
  - To prepare auditor reports and perform analytical procedures on account balances and classes of transactions
  - To be assigned in large-scale audit engagements such as China Resources Microelectronics, Cheung Kong Infrastructure etc.
  - To complete the small engagements independently
- Jan - Jan 2008  
(Summer Job)

*Student Helper, Admissions, Registration and Records Office of HKUST*

  - To handle documents and clerical work
  - To file documentation and deal with MS Chinese word processing
- Jun - Jul 2007  
(Summer Job)

*Development Assistant, Hitachi Beijing Tech Information System Co. Ltd*

  - To accomplish a Design Project with the specialized computer program in Beijing
  - To organize data list and analyze the data reports

### **EXTRA-CURRICULAR ACTIVITIES**

- May 2006 - May 2007

*Executive Committee, Promotion Secretary, Drama Team member, Drama Society, HKUSTSU*

  - To design promotion products and design the promotion strategy for all activities
  - Person in charge of Drama Orientation Camp and Annual Performance 2007
  - Producer of Annual Performance 2007
- Sep 2005 - Jun 2006

*Sub Committee and membership, HKUST*

  - Sub Committee member of Drama Society, Accounting Society, Marketing Society, and Student Social Service Society
  - Member of House IV floor committee and HKUST Handball Team
- Sep 2003 - Aug 2005

*School Perfect, Vice-chairperson of Photography Club, Treasurer of Chinese Club and Class Committee, Belilios Public School*

### **SKILLS AND INTERESTS**

- Language English (Fluent), Cantonese (Native), Mandarin (Fluent)
- Computer Quickbook, Advent Geneva, EquiTrak, MS Office applications, SAP, SPSS
- Interests and others Travelling, drama production, making new friends, drawing

**EXPECTED SALARY** HKD48,000 (Current yearly package: US72,846 with monthly salary HKD40,000)

**AVAILABILITY** ASAP