
EDUCATION

- Hong Kong Shue Yan University** Sep 2007 – May 2011
- Bachelor of Commerce (Hons) in Accounting
- Caritas Wu Cheng-chung Secondary School** Sep 2005 – Jun 2007
- F.7 graduate
- King's College**
- F.5 graduate Sep 2000 – Jun 2005
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PROFESSIONAL QUALIFICATIONS

- HKICPA Qualification Program - Qualified
 - 普通話水平測試等級證書-三級甲等
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WORK EXPERIENCE

- Vistra Hong Kong, Senior Accountant** Jul 2016 – Present
- Financial Reporting
 - Prepare financial statements according to HKSA and HKFRS
 - Review and comment on financial statements
 - Review audit report
 - Liaise with auditor
 - Communicate with client
 - Prepare Profits Tax Return for client
 - Payroll Processing
 - Prepare monthly payroll report
 - Prepare tax returns for employees and employers
 - Internal financial operation
 - Assist the manager to prepare ad hoc reports
- TMF Group, Accountant** Jul 2014 – Jun 2016
- Financial Reporting
 - Prepared financial statements according to HKSA and HKFRS
 - Reviewed and comment on financial statements
 - Reviewed audit report
 - Liaise with auditor
 - Payment Processing
 - Prepared domestic and oversea payment per client's instruction
 - Internal financial operation
 - Assisted the supervisor to prepare ad hoc reports
- Tricor Services Limited, Accounting Officer** Sep 2011 – Jun 2014
- Financial Reporting
 - Prepared financial statements according to HKSA and HKFRS
 - Reviewed and commented on financial statements
 - Payroll Processing
 - Prepared monthly payroll report
 - Prepared tax returns for employees and employers

- Invoicing
 - Issued, filed & sent sales invoices to clients with required supporting documents
- Payment Processing
 - Prepare payment vouchers
- Internal financial operation
 - Assisted the supervisor to prepare ad hoc reports and to resolve cost variance

LANGUAGE PROFICIENCY & COMPUTER SKILLS

- Language Proficiency: Cantonese (Native); English (Good); Putonghua (Good)
- Computer Skills: Microsoft Office (Word, Excel and PowerPoint), Viewpoint, Sun Account, Solution 6, MYOB