

Frank Ki, CPA

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EXPERIENCE

Senior Financial Accountant

6/2016 - 10/2016

Fresh Accounting Limited

- Undertaken full sets of financial reports and analyzed financial data with management reports for clients
- Prepared monthly cash-flow forecasting and budgeting projection for clients
- Monitored the team on accounting entries and bank reconciliations for month-end closing
- Provided system implementation and support to clients' staff in use of Xero Accounting system

Senior Trust Accountant

4/2014 - 6/2016

HSBC Trustee (Hong Kong) Limited

- Drafted full sets of accounts and checked investment valuation with NAV Dynamics and Bloomberg system
- Allocated team resources for data entries and given advises
- Reviewed issue log from Guangzhou data team and provided suggestions for data entries
- Handled Trust Relationship Managers inquiries and comments

Accounts Clerk

7/2013 - 3/2014

Henderson Land Development Company Limited

- Prepared financial statements of subsidiaries and consolidated vouchers of inter-company rental transactions
- Monitored leasing agreements and accounts receivable with SAP (ERP) system
- Reviewed long outstanding, deposit, credit receivable rental reports for accounts receivable monthly

Assurance Associate

10/2012 - 5/2013

BDO International

- Interviewed clients' management to perform Accounting cycle system notes of IPO financial institutions
- Performed audit testing, working schedules and carried out approved audit programs for listed group companies

QUALIFICATIONS

- Hong Kong Institute of Certified Public Accountants Qualified Member (HKICPA QP)
- International English Language Testing System (IELTS) Overall Score: 6.5
- National Putonghua Proficiency Test (PSC) Third class upper

EDUCATION

Hong Kong Shue Yan University 2008 -2012

Bachelor of Commerce (Hons) in Accounting Grade

- Advanced Financial Accounting A-
- Intermediate Financial Accounting A-
- Cost and Management Accounting A-

S.K.H. Bishop Baker Secondary School 2001 - 2008

Hong Kong Advanced Level Exam (2008) Grade

- Principles of Accounts C
- Chinese Language, Economics D
- Use of English, Chinese History E

SKILLS

- Proficient in: Xero, SAP (ERP) System, Dynamics NAV, Bloomberg;
- Oracle, Daceasy, Peachtree

INTERESTS AND EXTRA-CURRICULAR ACTIVITIES

- HKICPA SRC Cup Standard Chartered Hong Kong Marathon 2015 1st Runner-up
- HSBC Run 2016: 1st Runner-up; HSBC Run 2015: Champion

INTERSHIP EXPERIENCE

- English School Foundation* - Finance Trainee (2011)
- Kenny Tam & Co.* - Audit Trainee (internship) (2010)

MISCELLANEOUS

- Expected Salary: \$21,000 per month (Current salary: \$20,000 per month)
- References: Available upon request
- Availability: Immediately available