

Nicole Sham (岑潔寧)  
Flat 5E, BLK 4, Sunningdale Garden,  
Sheung Shui, N.T., Hong Kong  
Tel.: 9668 7538 / Email: [nic17hk@yahoo.com.hk](mailto:nic17hk@yahoo.com.hk)

## **CAREER OBJECTIVE:**

---

To succeed in an organization which offers opportunities for continuous learning and to cooperate with a wide variety of people.

## **EDUCATION:**

---

**City University of Hong Kong << 2004 –2007 >>**

Bachelor of Business Administration

- Major in Accountancy and Management Information System

**Fung Kai Liu Man Shek Tong Secondary School << 2002 – 2004>>**

Hong Kong Advanced Level Examination (2004)

**TWGHs Kap Yan Directors' College <<1997--2002>>**

Hong Kong Certificate Education of Examination (2002)

## **WORKING EXPERIENCE:**

---

**Fund Accountant, Private Equity, CDIB Capital International (Hong Kong) Corporation Ltd.**

**<<07/2015–Present>>**

- Liaise with fund administrators in preparation of monthly management accounts, capital calls and distributions
- Liaise with Investment and Operations functions in preparation of wire transfer instructions to ensure proper and timely settlement, and monitoring cash flows
- Prepare monthly payment records for investment funds
- Resolves enquiries from investors
- Assist in special projects as required

**Assistant Manager, Private Equity Services, Citi Fund Services (Asia), Limited**

**<<12/2012–07/2015>>**

- Provide accounting services for clients including preparing and processing transactions and financial reports
- Prepare and release accurate and timely reports to clients, e.g. quarterly reports, cash reports, partner's capital statements, capital calls and distributions
- Drafting audited financial statements
- Assist in the daily work as required
- Resolves enquiries from clients
- Handle wires for capital calls and fees for clients
- Review the reconciliation of the fund's bank accounts

**Senior Fund Accountant, The Hongkong and Shanghai Banking Corporation Limited <<07/2008–12/2012>>**

- Prepare NAV valuations for a portfolio of bonds and equities on a daily, weekly or monthly basis
- Assist in the preparation of audits and financial statements
- Assist in the preparation of documents for fund opening or fund closure
- Carry out various operational/administrative work incidental to the valuation and administration for clients
- Assist in the daily work as required
- Prepare and release accurate and timely report to clients
- Comply with appropriate internal controls as required
- Monitor trades input and settlement, corporate actions and deposit
- Reconcile cash and security transaction and rectify discrepancies if needed
- Resolves enquiries from clients
- Assist in UAT and implementation of new system

**Audit Assistant, Mabel Chan & Co. <<06/2007 – 06/2008>>**

- Prepared statutory audits in accordance with the reporting requirement
- Prepared accounting records for clients
- Assisted in parts of jobs of due diligence

**EXTRA-CURRICULAR ACTIVITIES AND QUALIFICATION:**

**Certified Public Accountant, Hong Kong Institute of Certified Public Accountant**

**Student Exchange Programme (Canada), City University of Hong Kong <<09/2005-01/2006>>**

- Widened my horizon
- Learnt to think globally
- Improved planning and communication skills

**LANGUAGES AND SKILLS:**

**Languages:** Cantonese (Native), English (Excellent), Mandarin (Fair),

**Skills:** Proficiency in MS Word, PowerPoint, Excel (Vlook up),  
data vendor systems (e.g. Bloomberg & Reuter), Investran, Peachtree system

**Interests:** Traveling, meeting different people

**Availability:** One-month notice

**Current Monthly Salary:** \$34,400

**Expected Monthly Salary:** Negotiable