

Curriculum Vitae

Name : TAM Wing Yee, Cherry
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PERSONAL PARTICULARS

Place of Birth : Hong Kong
Marital Status : Single

JOB OBJECTIVE:

To use my experience and educational qualifications as Senior Accountant and allows me to use my skills to help the organization achieve the goal.

SUMMARY OF QUALIFICATIONS:

- Ability to work in all aspects of accounting, General Ledger, Profit & Loss, Balance Sheet, Accounts payable, Accounts receivable, management reports, daily banking transactions and deposits, month-end closing, year-end audit & annual budget
 - Experience in group consolidated accounts
 - Experience in private aviation accounts
 - Experience in construction accounts
 - Experience in maintain fixed assets sub-ledger
 - Ability to prepare schedule / reports to meet accounting and auditing requirements
 - Ability to help achieve financial objectives by scheduling expenditures, monitoring cost and analyzing variances
 - Experience in performing human resources (HR) tasks including payroll, MPF, HK working permit and visa application, local tax (e.g. prepare staff yearly employer tax return IR56B, IR56F, IR56G)
 - Previous experience in office operation as an Administration Manager
 - Knowledge of compensation practices and Hong Kong Labour Ordinances
 - Proficient in PC applications such as Word and Excel and systems, i.e. QuickBooks accounting system, Flex accounting system, Dynamic accounting system
 - Good verbal and written communication in English and Chinese, and Putonghua
 - Ability to work independently or work effectively in a team environment
 - Self-motivated, flexible, confident and able to adapt and work efficiently in a fast-paced environment and stressful situations
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WORKING EXPERIENCE:

SEPT 2014 – CURRENT

YEHE CONSULTANCY LIMITED

Accountant

Roles and Responsibilities:

- Handle full set of accounts (with using Flex accounting software)
- Prepared the month-end closing, monthly management reports and financial reports and report to the Management team
- Supervise colleague for handling book-keeping
- balance all books
- Maintain fixed assets sub-ledger
- Inter-company – Handle inter-company invoices and settlements

- Stay up-to-date, monitor and review all accounting reports to ensure accuracy
- Handle bank Reconciliation and inter-company reconciliations
- Maintain financial databases and computer software systems along with manual filing and check bookkeeping records
- Liaise with external auditor for annual audit.
- handle daily banking transactions and deposits
- Assist in HR operation including payroll, MPF and taxation issue
- Other ad-hoc projects assigned by Director

DEC 2007 – JUN 2014

CHRISTENSEN CHINA LIMITED

Accounting Manager

Roles and Responsibilities:

- Handled full set of accounts and coordination with head office in the US for various Hong Kong entities and Beijing representative office.(used QuickBooks accounting software)
- Supervised Beijing's colleague to handle the Beijing's accounts
- Prepared the group consolidated accounts, month-end closing, monthly management reports and financial reports and report to the Management team
- balanced all books
- Internal control accounts payable and accounts receivable
- Stayed up-to-date, monitor and review all accounting reports to ensure accuracy
- Maintained financial databases and computer software systems along with filing and preparing bookkeeping records
- Handled expenses reimbursement, bank Reconciliation, inter-company reconciliations
- Coordinated with External Auditor for company annual audit.
- handled daily banking transactions and deposits
- Assist in HR operation including payroll and taxation, handle visa / work permit application for expatriate's employee
- Supervised one admin staff to handle full spectrum of office administration functions
- Other ad-hoc projects assigned by the Management Director

JUN 2001 – OCT 2007

GFS LANGUAGE CONSULTANTS LIMITED

Administration Manager

Roles and Responsibilities:

- Handled full set of account
- Provided support for administration functions
- Performed HR duties include managed payroll calculation, MPF and compulsory Insurances
- Administered payroll and maintained records relating to staff.
- Ensured compensation and benefits according to Company policies.
- Recruited staff, prepared advertisements, checked application forms and shortlisted.
- Liaised and deal with different levels of clients and vendors
- Followed up orders from quotation preparation and invoicing
- Handled IRD and taxation documents correspondence

NOV 2000 – APR 2001

THE PRUDENTIAL ASSURANCE CO., LIMITED

Administrative Assistant

Roles and Responsibilities:

- Clerical work
- Handled phone calls for customers' enquiries

DEC 1996 – OCT 2000

KELLY CONSTRUCTION CO., LIMITED

Accounts Assistant

Roles and Responsibilities:

- Provided administration and HR supports
 - Handled phone calls
 - Handled full set of Account such as accounts receivable, accounts payable, bank reconciliation, job costing, petty cash, wages calculation, P/L and B/S, etc
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ACADEMIC BACKGROUND:

2015 – Present

CPA Australia

An associate of CPA Australia

2009 – 2010

ROYAL MELBOURNE INSTITUTE OF TECHNOLOGY UNIVERSITY AUSTRALIA (RMIT UNIVERSITY)

Bachelor of Business

2005 – 2008

HONG KONG MANAGEMENT ASSOCIATION

Diploma in Management Studies (English) – Jointly Organized with Lingnan University

1994 – 1995

HONG KONG SCHOOL OF COMMERCE

1 year course; Business Studies Diploma Course

1992 – 1994

KIANGSU-CHEKIANG COLLEGE

F4 – F5

1989 – 1992

ST. MARGARET COLLEGE

F1 – F3

SKILLS:

COMPUTER:

MS Word, Excel and Chi. Word Processing, PowerPoint
Flex accounting system, DYNAMIC accounting system, QuickBooks
accounting system, MRC payroll system

LANGUAGE:	English	Fluent
	Mandarin	Very good
	Cantonese	Native

Current Salary: HK\$30,000
Expected Salary: HK\$30,000
Date of availability: One month notice