

# Kelly, Tsang Hiu Laam

## Curriculum Vitae

E-mail: kellytsang1@gmail.com

Mobile: 97300169

Address: 15B, Dragon Court, 28 Caine Road, Central, HK

### Education

**HKICPA Qualification Program**

Student Member

**2014 - Current (In progress)**

**University of New South Wales**

Bachelor of Commerce, double major in Finance and Accounting

**2009 - 2012 (Graduated)**

**University Foundation Year (UNSW Transitional Program)**

**2008 - 2009 (Graduated)**

**Sacred Heart Canossian College**

**2002 - 2008 (Graduated)**

### Work Experience

**The Commercial Press (H.K.) Ltd**  
**Management Accounting Officer**

**Apr 2014 – Current**  
**Hong Kong**

- Verifying invoices and credit notes from company stores with purchase order in SAP logistics invoice verification and follow up missing documents, contact vendors for errors found in invoice and store managers if missing stocks are detected
- Handling month-end closing and bank reconciliations for company stores
  - o Check the actual receipts and expense with cash flow summary
  - o Obtain bank transaction record for store's cash inflow in EPS, Amex, UnionPay, compile data into excel and calculate sales commission
  - o Prepare cheque for utility bills and payment
  - o Post transaction into SAP ledger
  - o Assist in quarterly budget forecasting with managers
- Participating in on-site inventory count in allocated company stores quarterly
- Assisting managers in reviewing accounting operations

**TRC Group**  
**Accounting Intern**

**Jun – Sep 2013**  
**Sydney, Australia**

- Entering contractors working hours into Astute Payroll and invoicing clients about contractors' salary on a weekly basis
- Processing contractors pay fortnightly, entering data into MYOB and following up with their pay enquires
- Handling staff's expense claim and company general expenses by entering data into MYOB
- Preparing aged receivable statement
- Calculating weekly PAYG tax payment in excel and preparing monthly actual and projection commissions report for sales consultant
- Assisting candidate care manager with general administration tasks such as sending reminder email about overdue payment and updating client's contact list

**Aquion Pty Ltd**  
**Accounts Assistant**

**Feb –Apr 2013**  
**Sydney, Australia**

- Assisting in bank reconciliations on a monthly basis and detecting for missing payment
- Supporting procurement manager in calculating sales margins and creating quotes for 3 major software products eg. Symantec Endpoint Protection, DigitalPersona fingerprint reader and VMware vSphere
- Communicating with sales team and creating purchase orders through Quickbooks
- Handling suppliers and clients' enquires

**American International Assurance Hong Kong**  
**Winter internship**

**Dec 2011 – Jan 2012**  
**Hong Kong**

- Attending workshops covering financial planning and wealth management issues:
  - o Facilitating discussion in professional seminars related to financial planning strategies and products' types
  - o Presenting results on case studies about life insurances with a team of 10 people
  - o Participating in Barter game competition in a group of 5 people, learnt negotiating skills and achieved second runner-up
  - o Networking with professionals from financial services industry

## **Skills and Languages**

<b>Accounting software:</b>	SAP, MYOB, Quick Book, Astute Payroll
<b>Computer Skills:</b>	Microsoft Office including Excel (VBA basic level), Outlook, PowerPoint, Word
<b>Language Skills:</b>	Cantonese (Native), English (Fluent), Mandarin (Proficient)