



## SAM GAN

### PROFILE

#### Gan Ching Yuk

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HKID: Y166480(6)

Date of Birth: 12/08/1991

Place of Birth: Hong Kong

### CONTACT

Home: (852) 2578 7551

Mobile: (852) 9202 8629

E-mail:

samgan812@gmail.com

Address: Flat A, 5/F, Block 6,  
Villa Athena, Ma On Shan,  
Shatin, N.T.

### PROFESSIONAL QUALIFICATION

2012

Associate Member of CPA  
Australia

2011

Fellow Membership of Hong  
Kong Institute of Accredited  
Technicians (HKIAAT)

### SKILLS

#### Communication Skill

Proficient in English, Cantonese,  
Mandarin and Minnan.

#### Computer Skill

Basic- Microsoft Word, Excel,  
PowerPoint

Accounting: Peachtree, MYOB etc.

Marketing: SPSS, Node XL,  
Semantria, SAS etc.

Media: Photoshop, CyberLink etc.

### INTERESTS

Enjoy hiking and travelling  
around the world.

Reading financial magazines and  
newspaper.

### EXPERIENCE

#### Senior Account Clerk

Wing Tung Hong Co., Ltd | Aug 2016– May 2017

- Handle full set of accounts, including accounts receivable, accounts payable, inventory management.
- Prepare journal entries, vouchers and other day-to-day accounting functions; and administrative operations;
- Assist in month-end closing, reporting and stock-taking;
- Prepare cash flow statement and budgeting forecasts.
- Reconcile account payables with suppliers and follow up on discrepancies.
- Supervise and coach junior staff.

#### Senior Associate | Feb 2016 – Jul 2016

Associate | Jan 2015 – Jan 2016

Lo and Kwong C.P.A Company Limited | Jan 2015–Jul 2016

- To assume overall control of private entry and small to medium size audit assignments.
- Drafting the audit report and obtaining sufficient appropriate audit evidence.
- Analytical review on client financial report, filling in audit programs and accordance with Hong Kong accounting standards and auditing standard.
- Drafting sales report accordance with the rental agreement.

#### Account Officer

Grand Fortress Corporation Ltd | May 2014– Dec 2014

- Draft the commission contract.
- Communicate with different traveling company and staff.
- Calculate the everyday commission according to the commission contract.
- Write and draw the cheque to pay the commission to traveling company and staff.

#### Auditor

M.H.HUNG & CO. (Certified Public Accountants) | Sept 2012 – Mar 2014

- Quotation (Accessing company current financial position and any potential inherent risk) etc.
- Auditing, Accounting entry, Secretarial services, etc.
- Annual Stocktake and Client contacts.

#### Audit Assistant

M.H.HUNG & CO. (Certified Public Accountants)

| Jul 2011 – Aug 2011, Jun 2009 – Sept 2009

- Accounting, Auditing, Company secretarial and Taxation of Small and Medium Sized Companies.

### EDUCATION

2017 -Master of Science in Marketing GPA: 3.16/4.3  
City University of Hong Kong

2012-Bachelor of Commerce (Accounting) GPA: 5.07/7  
Flinders University (Australia)

### HONOURS AND ACADEMIC QUALIFICATIONS

2009 -LCCI Level 2 Certificate in Book-keeping and Accounts - Pass with Credit

2008 -LCCI Level 1 Certificate in Book-keeping and Accounts– Pass with Distinction

### OTHER

Immediately Available

Expected Salary: HK\$20,000 (Monthly)