

SHARON POON

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EDUCATION & QUALIFICATION

CPA Austrailia Student Member

Hong Kong, Jul 2016 – present

University of Durham

Durham City, United Kingdom

Bachelor of Arts in Accounting and Finance

Jun 2011

- Dissertation on Quantitative Statistics: The response of stock return to monetary policy change. A survey. *Apr 2011*

Brentwood School

Essex, United Kingdom

A-levels & GSCE

Jun 2008 & Jun 2006

- A-levels: Economics, Mathematics, Psychology, Chemistry and Chinese
- GCSEs: Business Studies, English, Mathematics, Triple Science, Religious Studies, Food Technology and Chinese

PROFESSIONAL EXPERIENCES

VMS Investment Group Limited

Hong Kong

Fund Accountant

Jun 2016 – present

- Handle bank queries for their KYC review on suspicious transactions and provide executed documents
- Inquire client AE for irregular activities during transaction surveillance & report AML issues to management
- Help on reviewing legal document regarding private equity deals and derivatives, eg. NDA & participation agreement
- Liaise with risk and compliance departments to develop controlling procedures for risk involved in investment deals
- Calculate NAV, prepare valuation reports, investor distribution reports for PE funds and aviation management co.
- Investment fund flow analysis, capital drawdown notice review as transaction surveillance for Cayman funds
- Process corporate actions, monitor trading activities with brokers, investment managers to resolve cash breaks

Tak Lee Company Limited

Hong Kong

Assistant Merchandiser

Aug 2014 – Apr 2016

- Conduct analysis on cost and volume for each season, present results to the management for production planning
- Examine variance between suppliers' price quotation and our standard cost, maintain control on budgetary costs
- Prepare daily system reports within an hour for 5 days routinely, report material items to the management level

HSBC Trustee Limited

Hong Kong

Global Trust Account (Contract)

Oct 2013 – Apr 2014

- Check any changes on the shareholder registry of the fund, including subscription, redemption and transfer
- Review financial statements to ensure that the mainland colleagues prepared them according to the IFRS
- Oversee portfolio of investment positions, cash activity of the fund and prepare reconciliation for trust funds
- Coordinate with Mainland & Singapore teammates and customers closely on information updates and follow ups
- Design and implement a workflow checklist for the whole team to complete a range of account measures in order
- Check on bank and broker statements to monitor cash accounts and trading activities of the trust funds

HLB Hodgson Impey Cheng Limited, CPA

Hong Kong

Audit Associate I

Sep 2011 – May 2013

- Interact with business groups to obtain required details regarding their risk control procedures for fraud investigation
- Execute compliance and internal control testing to analyse operational control of corporate clients
- Report any significant material misstatement and unusual transactions to manager and develop recommendation
- Check stock market data, current values and latest news of stocks consisted in a fund with the Bloomberg Terminal
- Prepare audit confirmations to verify the fund expense with key parties, eg., custodian, broker and fund manager
- Utilize spreadsheets for ratio and percentage relationship analysis on financial data and present findings in report
- Prepare separate and consolidate financial statements according to IFRS and HKFRS for overseas and local entities

LANGUAGES

Proficient in spoken and written: Mandarin, English, Simplified & Traditional Cantonese

COMPUTING SKILLS & HOBBIES

Finance/ERP: Bloomberg and Thomas Reuters / NAV, SAP and Optimai

Microsoft: Pivot table, PowerPoint, Access, Word and Chinese word processing

Hobbies: Watersports, reading and painting