

Name: **CHAU GI FENG SHERON**
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Phone: (852) 9151-9472

EDUCATION

University of Waterloo - Honours Bachelor of Mathematics and Business Administration	2009 – 2013
Gulf Island Secondary School - British Columbia Secondary School Diploma	2007 – 2009

WORK EXPERIENCE

Capgemini Hong Kong Limited, Financial Controller – Accounts & Payroll	Jul 2016 – Present
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- Invoice validation for HK office and communicate with oversea account payable team for payment processing
- Set up regular meetings and phone calls with vendors to ensure our company's account are in line with vendors' record
- Cooperate with oversea payroll team on preparation of company's tax return and advise according to HK tax regulations
- Work with Asia Pacific CFO on various financial matters such as agreement, HK office cash budgeting
- Manage self status report on invoice payment status and reconcile with account payable team's report in weekly basis

Ernst & Young Tax Services Limited, Staff Tax Accountant	Oct 2013 – Feb 2016
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- Preparing HK corporate, personal and US federal, state tax returns on behalf of clients, as well as communicating between government authorities and clients to ensure punctual completion of tax returns.
- Familiar with HK and US tax regulations.
- Examine the policies established by high profile companies with respect to employee benefits and relocation.
- Identifying existing and potential tax issues to ensure the client is being taxed correctly.

Siemens, Internship	Jul – Aug 2012
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- Operated as a promoter by leading and assisting potential customers in using company's inventions during public events.
- Enhanced public relation skills by developing a Customer Satisfaction Survey, which is used for client data collection and allowed me to contact over 150 clients throughout the process.

SCHOLARSHIP AND AWARD / ACHIEVEMENT

University of Waterloo	
• Certificate of Accomplishment, Student Leadership Program	2012
• University of Waterloo Merit Scholarship for 85% entrance average	2009
• Euclid Math Contest, achieved Top 25% in Ontario	2009

ADDITIONAL INFORMATION

Languages: Cantonese (native), English (fluent), Mandarin (adequate)

IT Skills: Microsoft and Open Office (advanced), R-project (beginner), Excel VBA (beginner)

Interests: Travelling, Badminton and Running (represented Marymount Secondary School)

REFERENCE

Lakhbinder Singh – AP Manager, Capgemini India Pvt. Limited	lakhbinder.singh@capgemini.com
Christina Li – Executive Director, Human Capital at Ernst & Young Tax Services Limited	(852) 2629 3664