

YIP Wing Yee, Cherye

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EXPERIENCE

Apr ~ Sep 2017	Financial accountant <i>Maurice Lee and Associates Ltd.</i> Review monthly cash flows, indicating the current and long term revenue and expenditure to support business decision; Perform financial analysis to evaluate business performance; Handle full set of accounts including AR and AP; Verify and handle invoice payment requests, issue debit notes to service recipients; Cash management and related matters; Responsible for performing constant review to drive operational efficiency
Apr ~ Jul 2016	Customer Relations Intern <i>Computershare Hong Kong Investor Services Limited</i> Assist in Annual/Extraordinary General Meeting for listed companies and multinational corporations; Registration of shareholders; Badging and Vote counting; Managing meeting schedule and appointments; Work closely with Corporate Services Department.
Jan ~ Jun 2015	Secretary <i>J&L Financial Gp Company</i> Provide assistance to the Director; Handle financial and confidential documents; Process expenses reports and invoices; Follow up clients' application and claims; Work independently.
Jan ~ Dec 2014	General Secretary <i>Business College and Division Society, CityU Students' Union</i> Vice President of Registration Day and High Table Dinner; Organizing committee of over 10 events; Promoting the events; Venue decoration; booking materials contacting participants and suppliers; Act as a bridge between students and College of Business.

EDUCATION

Fall 2016	Exchange Semester at <i>Stockholm School of Economics in Riga, Latvia</i>
2013 ~ 2017	Undergraduate Degree in Business and Administration <i>City University of Hong Kong</i> Major: Banking and Financial Services, Economics and Finance Department
Summer 2015	Cultural Scheme at <i>The University of Adelaide, South Australia</i>
2008 ~ 2013	Sha Tin Government Secondary School

SKILLS

Cantonese: Fluent
English: Fluent (IELTS score: 7)
Mandarin: Fluent
Excellent in Chinese and English writing

Computer Knowledge: Microsoft Office Word, Excel, Powerpoint
English typing 40 wpm; Chinese typing 25 wpm