

Charmaine CHENG

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CERTIFICATION

Certified Public Accountant (CPA); Passed CFA level 1 examination

PROFESSIONAL EXPERIENCE

Senior Auditor, Corporate Banking Audit, BOCHK (1 year 5 months) **Nov. 2015 – Present**

- Implement the annual audit plans and manage various internal audit engagements from risk assessment, fieldwork to reporting
- Execute and manage audit jobs to evaluate the effectiveness of internal controls and monitor high risk areas
- Suggest business stakeholders on how to optimize business processes
- Build with the firm's management a sound system of internal controls
- *Projects engaged: Institutional audit, Corporate credit, Problem loan management and Foundation Internal Rating system*

Financial Analyst (contract), Private Bank, BOCHK (1 year 2 months) **Sept. 2014 – Nov. 2015**

- Reviewed business/operation performance and prepare weekly/monthly reporting for management purpose
- Interpreted financial trend, explained deviation and assisted in any ad hoc financial analysis
- Assisted in reviewing and validating the budget/forecast to support all areas of private bank's operation in a team of 2

Accountant (Audit), Ernst & Young (1 year 9 months) **Sept. 2012 – Jun. 2014**

- Participated in the issuance of the clients' audited financial statements
- Assisted in consolidation and drafted announcements and annual financial reports
- Supervised a team of 2 to 3 member and performed internal control testing on clients' sales and payment process in Tianjin and Fuzhou etc
- Communicated and liaised with client and management experts to ensure appropriate financial procedures were performed and in compliance with relevant accounting standards
- *Client Exposure: Yuzhou Properties, Yida Group, Wai Yuen Tong Medicine Holding Limited etc*

EDUCATION

The Chinese University of Hong Kong **Sept. 2009 – May 2012**

Bachelor of Professional Accountancy; IELTS Score 7.0

La Trobe University (Melbourne, Australia) **Feb. 2011 – Jul. 2011**

International Exchange Program

ACTIVITIES

Translator and Child care teacher, TJC Church **Sept. 2010 – Present**

- Act as a translator for Taiwanese Preacher and teach primary school students for Bible knowledge

Secretary, Chung Chi Rotaract of CUHK **Jan. 2011 – Dec. 2011**

- Coordinated different kinds of volunteer activities like Valentines' charitable event

SKILLS & INTEREST

Skills: Native Speaker of Cantonese and Putonghua; Proficient in English and Microsoft office

Interest: Reading, travelling, hiking

Present salary: HK\$300,000 (12 X HK\$25,000)

Expected Salary: Negotiable (1month notice)