

WONG YEE BUN BRIAN

4C GRANDVIEW MANSION
383-385 QUEENS ROAD EAST
97223363 (Mobile)
ybbwong@gmail.com

RESUME SUMMARY

Latest Position	Accounting Assistant
Years(s) of Work Experience	4 years
Latest Job Function	Accounting Clerk / Supervisor
Latest Industry Sector	Financial Services
Latest Career Level	Middle
Highest Education Attained	Degree
Authorized to work in Hong Kong	Yes
Latest Salary	HK\$18,000
Availability	Immediately Available

PERSONAL PARTICULARS

Gender	--
Age	--
Date of Birth	--
Nationality	Hong Kong
Marital Status	Single
Living Location	Wan Chai
Has Driving License	No

EXECUTIVE SUMMARY

A capable Account Assistant managing multiple companies and meeting deadlines. Supply manager with quick responds to enquiry and communicate with external parties.

EDUCATION

2006 - 2007

Beijing University, Short Term Mandarin Course

1998 - 2001

University of Otago, Bachelor of Commerce (major: Accounting)

WORK EXPERIENCE

Man Loong Bullion Company Limited

Accountant Assistant

Sep / 2012 - Present
HK\$ 18000

- Prepare and issue cheques
- Journal entries and prepare report for manger using Peachtree
- Assist with annual audit
- Prepare monthly report

Hong Kong Resources Company

Administration Assistant

Jan / 2005 - Jul / 2009
HK\$ 14000

Administrative Assistant

- Schedule and arrange meetings
- Prepare payments for factories
- Coordinate and support during trade fair
- Arrange business travel and accommodation arrangements for business trips

Merchandiser Assistant

- Prepare logistics and documents for merchant to ship from China to customer
- Handling Samples and distribute to customers and factory
- Travel to China for goods inspection and report to customer
- Schedule and arrange meetings

LANGUAGES (OPTIONAL)

Spoken: English,Cantonese,Mandarin

Written: English

REFEREES (OPTIONAL)

Vicki Li, Chief Financial Officer
Man Loong Bullion Company Limited
31874308
vicki@manloong.com