

Shuqing Cici Duan, CPA, CA

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Summary of Qualifications

- Excellent knowledge of IFRS and HKFRS established through broad range of work experience in accounting firms and a Fortune 500 electric company
 - Strong practical experience of internal and external audit obtained by auditing and reviewing both financial and non-financial information for companies from various types of industries
 - Superior analytical and problem solving skills demonstrated through consolidating financial statements for large groups of companies and suggesting appropriate financial accounting treatments
 - Strong interpersonal and communication skills exhibited when coordinating with different parties and stakeholders to solve accounting problems and optimizing companies' interests
 - Keen leadership and team-building skills demonstrated by coaching and leading junior accountants to increase the efficiency and quality of the accounting team
 - Proficiency in MS Word/Excel/PowerPoint, SAP, Peachtree, QuickBooks, Peoplesoft, etc.
 - Eligible to work in Hong Kong
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Certification and Education

Chartered Professional Accountants of Canada *Nov 2016 - Now*
Member

Hong Kong Institute of Certified Public Accountants *Mar 2017 - Now*
Member

University of Toronto *Sep 2008 - Jun 2013*
Bachelor of Business Administration Degree with Distinction, Specialist Program (Co-op) in Accounting

Work Experience

Yongtuo (HK) CPA Limited (Hong Kong) *Mar 2017 - Now*
Senior Accountant

- Performed audits for multi-national companies and reviewed companies' internal controls for improvements
- Consolidated financial statements for large groups of companies and communicated up-to-date financial performances to clients' management teams
- Liaised with clients' auditors to carry out annual audits of financial statement and possible audit adjustment entries
- Calculated corporate taxes and filed Profit Tax Returns on behalf of clients to Inland Revenue Department
- Identified accounting issues during various engagements and solved issues by applying appropriate standards

Geoff Crewe Chartered Accountants Corporation (Toronto, Canada) *Jan 2015 - Nov 2016*
Senior Accountant

- Successfully led and performed audits of financial statements for 10+ clients from various types of industries including but not limited to real estate, healthcare, marketing, daycare, education, and insurance industries
- Reviewed and consolidated financial statements for different types of clients including a large group with more than 10 related companies specialized in automobile, food, and real estate industries
- Coached and supervised junior accountants to increase the efficiency and quality of engagements
- Coordinated and communicated with banks, government sectors, and lawyers with regard to various issues arose during both assurance and non-assurance engagements

KLCA Chartered Professional Accountants Corporation (Mississauga, Canada) *Sep 2013 - Jan 2015*
Staff Accountant

- Performed audits, reviews, and compilations for clients including both local and multi-national firms
- Conducted bookkeeping for 20+ various types of small and mid-sized corporations

Schneider Electric Canada Inc. (Toronto, Canada) *May 2011 - Jun 2012*
Senior Accounting Coordinator

- Conducted full Accounts Payable cycle tasks such as setting up vendors, keying in invoices, cutting cheques, processing employee expense reports, etc.
- Facilitated the process of audit and internal control by collaborating with internal and external auditors which includes obtaining sampled documents, tracing transactions, and demonstrating current IT and accounting policies
- Increased the efficiency of the accounting team by accurately conducting the full accounting cycle tasks and supporting the month-end and year-end high workload closing processes and account analysis
- Prepared and uploaded 200+ monthly journal entries and accruals to record business transactions in a timely manner
- Performed over 50 monthly ledger account reconciliations and analysis; detected and corrected errors

References Available Upon Request