

## Ken Chong

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## Objectives

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Looking for a position as Project/Accounting Officer in a developed and well organized organization where all my skills and abilities will be utilized and I will get a chance to get my skills and knowledge enlighten my skills and earn more experience in this field.

## Career Summary

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- Audit Junior with 2+ years of experience in managing Audited Financial Statement, Management Accounts and Companies' Profit Tax Returns for clients.
- Good communication and interpersonal skills
- Completed all assigned tasks well before the end time
- Met with client to determine scope of report and analyse current issues and procedures.
- Provided assistance to seniors and also communicate with clients in professional attitude

## Relevant Experience

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### **Audit Junior, Andrew Hung and Co.**

Apr 2013 - Present

- Managed client's companies with responsibility for Budgets, Forecasting, Payroll, Accounts Payable and Receivable.
- Ensuring that all work is carried out in accordance with the highest professional, legal and regulatory standards.
- Shedding light on and confronting any potential issues that arise.
- Carefully mitigating risk to ensure that a client's company remains stable and successful.
- Liased with bank, Inland Revenue Department and solicitors regarding financial transactions.

## Education Qualifications

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- **Lancaster University, England (2008-2011)**

Bachelor of Social Sciences (Hons) in Accounting and Finance

- **The University of Warwick, England (2011-2012)**

Master of Science in Programmes and Project Management

## Key Skills and Strengths

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- Well versed with Microsoft Office (Word, PowerPoint & Excel)
- Basic knowledge on project management and ready to obtain practical experience from this field
- Solid experience on how to process the full set of Management Accounting
- Strong Interest in new product development, technology innovation and project management
- Out-going and love to communicate with others

## Languages

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Cantonese (Native)      English (Proficient)      Mandarin (Proficient)

## Prefer Salary

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HKD14,000 – HKD16,000

## Availability

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Immediate available