

**Kwan Ho Fung, Henry**

**OBJECTIVE** To work in a challenging and professional environment and thereby utilizing my audit skills and analytical abilities.

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**SKILLS & ABILITIES** Language - Fluent in English, Mandarin and Cantonese  
Data Analysis – Familiar with Excel's PivotTable  
Accounting software – CaseWare, QuickBooks

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**EXPERIENCE** **PKF HONG KONG – SENIOR ACCOUNTANT (SEP 2014 – MAY 2017)**  
**Duties:**

- Participated in IPO project of PRC manufacturer of baby products
  - Familiar with listing rules and requirements through preparation of information for use in the prospectus and forms.
  - Demonstrated strong team-spirit in completing tailor-made deliverables and reporting packages for manager to review under tight time-frame
  - Prepared consolidated working papers
- Participated in annual audit for a HK listed food and beverage group
- Coaching and giving instructions to junior auditors in field audit
- Prepared adjusting journal entries and discussed audit findings with managers and clients
- Conducted phone interviews and attended physical inventory counting for different assignments.
- Drafted audit reports and tax computations for manager to review

**C.S.HSU & CO – AUDIT ASSOCIATE (AUG 2013 – SEP 2014)**  
**Duties:**

- Undertook audit assignments and tasks under supervision of senior staff
- Obtained audit experience on manufacturing and properties investment companies

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**EDUCATION** **Durham University - 2013**  
BA Accounting and Financial (Hons)

**Notre Dame Sixth Form College**  
GCE A Level

**WAH YAN COLLEGE, HONG KONG**  
Secondary 1-5

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**AVAILABILITY** **Immediate**

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