

Size Man Shan, Sandy (是汶珊)

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EDUCATION

Sep 2009 - June 2012	City University of Hong Kong (CityU) Bachelor of Business Administration in Accountancy and Management Information System GPA 2.73/4.3
Jan 2011 - June 2011	Jönköping University, Sweden Exchange Program
Sep 2001- June 2008	Our Lady's College (Form 1 to Form 7)

WORK EXPERIENCE

July 2015 – Present	AIS Fund Accountant Associate 2, State Street Corporation <ul style="list-style-type: none">● Review and preparation of periodic bank payment or other bank reconciliations for all fund entities● Prepare and review the general journal entries● Maintenance of general ledger, including preparation and update of system generated reports and financial statements● Preparation of quarterly and annual financial work papers● Preparation of quarterly and annual financial statements drafts, and liaising with auditors● Preparation of work papers in support of annual tax filings or providing documents for third-party preparation● Preparation of audit confirmations and investor requests● Participate in special client or internal projects as required
March 2013 – June 2015	Senior Accounting Assistant, BOCI-Prudential Trustee Limited <ul style="list-style-type: none">● Prepare the valuations, financial statement and other reports● Cash management and funds operations● Handle full set of account● Perform bank reconciliation● Handle ad hoc projects
Aug 2012 – March 2013	Temporary Account Clerk, Meiya Power Company Limited <ul style="list-style-type: none">● Transfer data from flex system to SAP● Check report accuracy● Assist Accounting Officer on daily work
Sep 2011 – July 2012	Executive Assistant, City University of Hong Kong <ul style="list-style-type: none">● Provided administrative support
Sep 2011 – Jan 2012	Exhibition Helper, City University of Hong Kong (College of Science and Engineering) <ul style="list-style-type: none">● Provided supports in the Receptions● Assisted the conference
July 2010 – Oct 2010	WII Promoter, Manzi Limited Company <ul style="list-style-type: none">● Promoted, demonstrated products features to consumers and provided customer service● Enhanced brand image by maintaining shop displays● Provided supports in an exhibition centre held at Hong Kong Convention and Exhibition Centre
Jan 2010 –Feb 2010	Part Time Sales, Juice HK <ul style="list-style-type: none">● Promoted product features to customers● Reached the sales target and assisted in promotion activities
May 2009 –July 2009	Part Time Clerk, Pak Tat Knitted Limited <ul style="list-style-type: none">● Provided clerical work

EXTRA CURRICULAR ACTIVITIES

Sep 2011- June 2012	Mentee, Student Mentoring Scheme, City University of Hong Kong <ul style="list-style-type: none">● Participated in some training workshops for interview skills● Gained some valuable guidance and advices in career planning and personal development
Oct 2009 – May 2012	Mentor, Student Mentoring Scheme, Community College of City University <ul style="list-style-type: none">● Assisting the new students for adapting the school life in City University of Hong Kong

AWARDS and ACHIEVEMENTS

2005	Hong Kong Red Cross Youth First Aid Competition (Final) - 2nd Runner up
2004	Hong Kong Red Cross Youth First Aid Competition (East Kowloon District) - Champion and The Best Team Leader
2004	Hong Kong Red Cross Youth Service Award – Bronze Award

COMMUNITY SERVICES

2006	Volunteer, in Narivitaya School in Ratchaburi Thailand - provided English courses and English activity camps for the secondary students
2005	Volunteer, in Wong Tai Sin Community Centre – provided blood pressure checking service for the elderly people

ADDITIONAL

IT Skills	Excel (e.g. Vlookup and pivot table), PowerPoint, Word
Languages	English (Fluent), Mandarin (Conversational), Cantonese (Native)
Expected Salary	\$26,000 (one month notice)