

PERSONAL SUMMARY

- 4 years working experience; half year in CPA firm and 3.5 years fund operation experiences in AIA.
- 2 years supervising experiences.
- Involved in due auditing engagements in logistics industry, trading and manufacturing industries and consultation services company.
- Experiences in fund operation, valuation, regulatory reporting and financial analysis.
- Knowledge for internal controls and risk monitoring.

WORK EXPERIENCE

Senior Associate – Accounting and Finance

AIA

Mar 2016 – Present

- Support the daily operation, valuation processes and fund daily monitoring;
- Support the regulatory reporting to MPFA
- Analyze results and monitoring performance metrics against benchmark, forecast and historical trends;
- Support the budgeting for funds operation
- Liaise and cooperate with internal departments, risk and compliance, products, sales, agency, customer services, external auditors, MPFA, SFC, investment managers, etc.
- Review and restructure the working procedures to improve the operation efficiency
- Support firm wide and departmental projects such as new product launch, scheme merger, streamline workflow processes within the BU, etc.

Associate – Accounting and Finance

AIA

Jan 2014 – Feb 2016

- Support fund valuation team to perform daily fund operation and valuation processes;
- Analyzing operations and fund performance results, monitoring variances;
- Conducting analytical reviews on financial transaction to identify unusual price fluctuations;
- Assessing the internal control procedure and compliance requirements;
- Reviewing the appropriateness and completeness of financial statements and accounts disclosures under HKFRS;
- Liaise and cooperate with external auditors, compliance departments, SFC and MPFA.
- Assist Manager for special projects team for project planning & analysis, system transformation and UAT.

Auditor

Cheer Link CPA Limited

Aug 2013 - Dec 2013

- Assignment to audit engagements for clients with different natures and sizes of business;
- Conducting analytical reviews on financial statements and to identify unusual fluctuations and potential risk exposure;
- Reviewing the appropriateness and completeness of financial statements and accounts disclosures under HKFRS;
- Solid understanding of accounting process by performing walkthrough and validating the relevant control procedures;
- Assessing the fair values on private equities and other financial derivatives with various valuation methodology;
- Conducting sensitivity analysis to evaluate market price risk, interest rate risk, credit risk and liquidity risk;
- Collaborating with tax department on corporate tax issues;

EDUCATION

City University of Hong Kong

Aug 2010 – Jul 2013

Bachelor of Business Administration (Honours) in Accountancy and Management Information Systems

Tin Shui Wai Government Secondary School

Sept 2003 – Jun 2010

EXTRA-CURRICULAR ACTIVITIES

2012/13	Chairperson – Election Board of HSBC Prosperity Hall
2011/12	Chairperson – Residents' Association Council
2010/11	President – Residents' Association Executive Committee

PROFESSIONAL QUALIFICATIONS

07/2010 - Present	Student Member of Hong Kong Institute of Certified Public Accountants
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SPECIAL SKILLS

Languages:	Fluent English (written & spoken); Native Chinese (written & spoken); Fluent Putonghua
Strengths:	Strong interpersonal skill, and communication skill; quick learner and highly adaptable to change; strong analytical skills and problem solving skill.
Others:	Advanced MS Office (Excel/Word/PowerPoint/Access), Chinese & English word processing

CURRENT SALARY

HK\$ 22,000 per month (included allowance)

EXPECTED SALARY

HK\$ 26,000 per month

AVAILABILITY

1-month notice