

MA WAI YI (MAGGIE)

Phone: 95533125

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PERSONAL INFORMATION WORKING EXPERIENCE

Gender: Female

Total No. of Year: 14yrs

Nationality: China

Service Co: 11yrs

Place of Birth: HK

Real Estate Fund: 3yrs

Working Experience

Company Name: Sequoia Capital China Advisors (Hong Kong) Limited

Business Nature: Venture capital – Private equity fund

Period: 2 Feb 17 – 30 Apr 17

Position: Contract Fund Accountant

Duties: Support to measure the audit disclosure comply with HKFRS13 FV measurement
Draft and review audit report under US GAAP
Review portfolio summary for valuations
Check the accuracy of summary of investment for FV
Review the fund reporting package
Close book for SPV and draft audit report

Company Name: INVESCO Real Estate Investment Asia Pacific Limited

Business Nature: Real Estate Fund / US Listed

Period: 2 Apr 15 – 31 Mar 16

Position: Contract Fund Accountant

Duties: **FUND LEVEL**

- Responsible for open and close bank account for AF I and Australian asset
- In charge of AFI quarterly report
- Assist to draft audit report for Fund II in accordance with IFRS and prepare related analysis to Auditors upon requested
- Prepare quarterly report for AFI master fund and its SPV fund entities (Japan, China, Korea, Australia)
- Prepare fund quarterly report to investors for AFI, AFII and Australian assets.
- Prepare quarterly investor's fund questionnaires for AFI, AFII
- Assist to check the accuracy of Engagement letter and Letter of Rep for AFI, AFII and Australian asset and Separate account assets
- Upload SPV report and budget to Yardi (real estate accounting software)
- Close book for AFI and data input to Investran
- Control and prepare wire payment in ANZ and Citibank for AFI, AFII and Asia Core Fund
- Check accuracy of Units Register
- Prepare and check the accuracy of distribution notice for AF I and AF II
- Handle TFE report and go live to Investran for automatic pull out
- Assist in Constant FX report for Asia Core Fund

PROPERTY LEVEL

- Check Kmart report in Property level

LIQUIDATION

- Handle liquidation matters for Japanese properties
- Prepare the GAAP adjustment for Japanese properties
- Cash flow back to AFI master fund before liquidation
- Collect documents for due diligence

TAXATION

- In charge US tax filing issued
- Review tax computation of Top Wealthy especially for Thin Capitalization rule and Earning stripping rule applied
- Advise to split income into active and passive income in US tax computation
- check the withholding tax rate imposed under Tax Treaty whether correct
- check accuracy of FATCA (Form W-8, W-9) filled for US investors

Last salary: Annual package: \$ 429,000 (HK\$33,000 * 13 months)

Leave reason: Contract Ended

Company Name: VCC Land Limited

Business Nature: V Group is a real estate investment for hotel and serviced apartment

Period: 28 Apr – 29 Jul 2014

Position: Assistant Finance Manager

Duties: Handle Account receivable for V Hotel, V service apartment and Non-V Group service apartment

Daily task

Attend daily concall and report three day coming arrival AR status and current receivable status
Distribute incoming document for Accounts Department
Check license fee against rack rate and prepare special offer analysis
Print DRD Comanche report and check against DRR (daily received record)
To ensure the invoice issued on time and sign off
Handle chargeback case from Global Payment

Weekly task

In charge for AR weekly hotel and service apartment meeting for AR aging. To ensure process pursuant to credit control policy
Prepare weekly report for revenue and occupancy and aging status for Hotel and service apartment
To make analysis for Hotel up-sell, force upgrade, non refundable (AP), and rebate
To make analysis for Service apartment special offer, early termination

Monthly Task

Check revenue posting in Comanche and reconcile with AR master list
Check Journal input in Comanche and Sun
Check Limousine, token, printing and meeting room have been billed guest before settle billing in Operetta and Comanche
Prepare deferred revenue for revenue recognition
Develop procedure and policy to control cash float, non deposit cash, deposit cash and cheque envelop, token, stationery, meter usage, printing record for both hotel and service apartment

Others

Interface Operetta to Sun and vision

Site visit to Wanchai and CWB hotel, West Kowloon and Happy Valley service apartment for meeting for internal control issue

Last salary: Annual package : \$ 420,000(HK\$30,000 * 13 months + 1 month bonus)

Leave reason: High staff turnover

Company Name: **FTI consulting (Hong Kong) Ltd**

Business Nature: Global business advisory firm / US Listed

Period: 12 Nov 12 – 13 Nov 13

Position: **Senior accountant**

Duties: Overview PRC activities
Review both local and Elite books for PRC
Provide guidance for enquiries from PRC offices
Review account coding for payment vouchers of PRC office

Month end closing (Share service center)

Prepayment (APAC Entities)

- Prepare prepayment schedules and post journal entries
- Review General Ledger for any addition/ adjustment
- Review General Ledger for items in actual usage

Accrual (APAC Entities)

- Accrue for commission sub-contacting fee, referral fee, provision for audit fee and professional fee on monthly basis
- Prepare accrual schedule and post journal entries

Internal service allocation (APAC entities)

- Share service center allocation
- IT allocation
- Marketing, conflict, business insurance allocation

Reporting (APAC Entities)

- Prepare management report by location
- Prepare management report by segment
- Prepare flash report for variance analysis

Annual assignment

- Review PRC audit report and tax filing
- Draft audit report for Singapore entities under IFRS

Last salary: Annual package: \$ 392,000 (HK\$28,000 * 13 months+ 1 month's bonus)

Leave reason: Seek more exposure

Company Name: **Mapletree Hong Kong Management Ltd**

Business Nature: Real Estate Investment Trust (REIT) / Singapore Listed

Period: 1 Aug 2010- 4 Jul 2012

Position: **Accountant – Logistic**

Duties: **Daily task**

- Responsible for budgetary control (mainly for traveling expense, stationery, miscellaneous and entertainment for each business unit)
- Issued cheque
- liaised with treasury on cash flow matter
- Checked the completeness of dual authorization on payment approval form

Monthly task

- Handled full sets of accounting which one for service company and two for investment property companies
- Data inputs and uploaded reports to accounting system for consolidation
- Prepared the reconciliation of inter-company transaction
- Calculated base fee, performance fee, lease management fee, property management fee which require to pay to Interco companies
- Prepared variance analysis in excel and PowerPoint
- Calculated quarterly dividend distribution to shareholder
- Cost allocation from corporate to various Business unit (BU)

Annual task

- Prepared three years' budget for service company which contains 3 BU
- Prepared forecast for service company
- Prepared the notes of financial statement in system under HKAS
- Assisted for statutory audit and tax issues for service and investment properties companies

Others

- During restructuring and company expansion after the acquisition of Festival Walk Shopping Mall in HK, I acted as person in charge for deal with all the changes in reporting and accounting system, prepare the new budget and forecast in servicing company from 1 to 3 BU.
- Acted as test captain in UAT for implementation of SAP

Last salary: Annual package: \$ 415,040 (HK\$25940 * 13 month + 3 month's bonus)

Leave reason: Heavy work overtime

Company Name: TUV NORD Hong Kong Ltd

Business Nature: Quality assurance / Germany worldwide MNC

Period: 18 Sept 2000 – 12 Mar 2010

Background: TUV Asia Pacific Ltd (hereafter TAP) / immediate holding
TUV NORD Hong Kong Ltd (hereafter TN HK) / Subsidiary

Subsidiaries: **North East Asia Region** / Thailand, Vietnam, Indonesia, Philippines, Malaysia and Brunei
South East Asia Region / Japan, HK, Korea, China (Guangzhou, Hangzhou, Beijing, Shanghai, Shenzhen, Tianjin) and Taiwan Branch

Position: [Accountant \(Jan 2007- Mar 2010\)](#)
(mainly responsible for consolidation of reporting, Group analysis and ad-hoc tasks assigned by management, and overview of HK finance department)
[Assistant Accountant \(Apr 2005- Dec 2006\)](#)
(mainly responsible for full set of accounts for HK's book and assist to handle Group's ad-hoc matters)
[Senior Account Clerk \(Jul 2001 - Mar 2005\)](#)

Junior Account Clerk (Sept 2000 – Jun 2001)

Subordinate: Two subordinates

Approval rights: Has approval rights

Duties: **Daily task**

Cash flow management

- Monitored the cash movement for whole group
- Reviewed voucher, invoice, debit or credit note from subordinates for HK operation

Weekly task

Weekly cash flow forecast report and Payment list

- Reviewed subsidiaries payment approval list and weekly cash flow report
- Approved payment on HSBCnet e-banking system for HK companies
- Chopped the cheque from China companies on behalf of legal representative

Monthly task

Management report

- Prepared monthly management reports of HK companies
- Reviewed management report submitted from subsidiaries and
- Prepared consolidated reports
- Prepared statistics and variance analysis to management
- Prepared the reconciliation of inter-company transaction

Quarterly task

Forecast

- Prepared the forecast for HK companies
- Reviewed forecasts submitted from subsidiaries
- Highlighted the reason and the figures of variance to management

Annual task

Internal audit

- Assisted supervisor to perform internal audit in subsidiaries

Three years Budget

- Prepared the budget for HK companies
- Reviewed budget submitted from subsidiaries whether meet Headquarters' requirement

Financial Audit

- Prepared the annual financial audit schedule for whole group
- Prepared the consolidated worksheet before statutory audit
- Prepared internal IFRS Consolidation Package for HK Companies
- Liaised the significant issue with auditor and monitor the audit progress of subsidiaries
- Reviewed the draft audit report of TAP, TN HK and subsidiaries

Tax computation

- Reviewed the tax computation

Others

- In charge to propose and set up HSBCnet internet banking though Asia Pacific, the aim is to strengthen the cash flow control after implement this Asia Pacific treasury sector in Hong Kong.
- Handled the Implementation of SAP

Last salary: Annual package: \$317,231 (HK\$21,878 * 13 month + 1.5 months' bonus)

Leave reason: Seek more exposure

Education backgrounds

<u>Period</u>	<u>Institution</u>	<u>Name of Course</u>
9/2015 –9/2016	City University of Hong Kong-Scope	Diploma in Tax advisory
1/2004 -11/ 2007	The University of Hong Kong	Bachelor of Accounting / Second class (Div. Two)
1/2000 – 1/2004	HKU SPACE	Diploma in Accounting
3/1998 – 8/ 2000	First design	Diploma in Commercial Graphic Design / Silver Winner
1/1990 – 3/1998	Kwai Chung Methodist College	F.1-F.7

Professional Qualification

<u>Years obtained</u>	<u>Institution</u>	<u>Qualification / Results</u>
In progress	HKICPA	HKICPA finalist
In progress	TIHK	CTA
2014	Chinese Society of Educational Development	Senior Taxpay Strategist
2014	China Adult Education Association	International Business Law
1998	LCCI (Level Three)	Pass with credit (Series 2)
1997	LCCI (Level Two)	Pass (Series 2)

Language

Written: English (Fluent) / Chinese (Fluent)

Spoken: English (Fluent) / Mandarin (Fluent) / Cantonese (Fluent)

Others skills and information

A/C software	SAP / Sun-System / Acc-Pac / IFCA/ IBM-Cognos / TM1/ Elite/ Yardi / Investran
Compute skills	Strong in Word, Excel (pivot table, sum-if, VLOOKUP), PowerPoint, Chinese Word Processing
Typing	English 45 wpm / Chinese 25 wpm
Expected salary	Annual package: \$532,000 (HK\$38k / month * 13 month + bonus)
Date of work	5 days
Available Date	Immediate available