

Personal Information

Name: Tse Kit Tong, Kitty	Current Salary: HK\$46K x 13 months
Mobile: 9605 8183	Expected Salary: Negotiable
Email: siutongtse@hotmail.com	Availability: 1 month notice

Summary

- Finance Manager in sizable Private Equity Firm with AUM more than HKD600 million
- Senior Accountant in Ernst and Young
- Member of Hong Kong Institute of Certified Public Accountants ("HKICPA")
- Degree Holder of Bachelor of Business Administration in Accounting of The Hong Kong University of Science and Technology
- Proficiency in languages – Excellent command of Cantonese and English with fluency in Mandarin
- Excellent interpersonal, communications, and presentation skills,
- Strong technical skills in International Financial Reporting Standards (IFRSs), Hong Kong Accounting Standards (HKASs)

Education

The Hong Kong University of Science and Technology
Sep 2005 – May 2008

Holy Trinity College
Sep 1998 – May 2005

Degree Holder of Bachelor Business Administration
Majoring in Accountancy (Second Class Honors, Division I)

Dean's List for semester 2007-08 (Spring)

- **HKALE:** Use of English :B; Chinese Language and Culture: B
Economics: A; Principles of Accounts: C
Geography: D
- **HKCEE:** English Language: B; Chinese Language: C
Mathematics: B; Economics: A; Physics: B;
Others: 2C 1D

Skills

General	
Language	<ul style="list-style-type: none"> ○ English - Excellent ○ Cantonese - Excellent ○ Putonghua - Fluent
Computer	
OS and Applications	Windows XP, Microsoft Office (Word, Excel, PowerPoint, Outlook)
Multimedia	Photoshop

Working experience

Verdant Capital Group Limited 2011 - Present	<ul style="list-style-type: none"> • Finance Manager <ul style="list-style-type: none"> ➢ Supervise a team of accountants to maintain proper books and records of group companies. ➢ Preparation of statutory required financial reports as well as management reports (including weekly, monthly and final financial statements with supporting schedules) to the Management Board ➢ Analyzes and reports variances between actual to budget periodically ➢ Responsible for tax planning and compliance ➢ Provide effective financial controls and ensure company accounting procedures conform to generally accepted accounting principles ➢ Serves as primary contact with other department in relation to company financial issues ➢ Liaise and maintain a good business relationship with external financial institutions ➢ Produce weekly and monthly cashflow reports and produce rolling weekly and monthly cashflow forecasts to Management Board ➢ Manages treasury function including credit control, cash and investment management, and liaison with bankers
Ernst & Young 2008 – 2011	<ul style="list-style-type: none"> • Senior Accountant- Assurance and Advisory Business Services Department <ul style="list-style-type: none"> ➢ Involved in planning and execution of audit engagements (e.g. planned on budgets, manpower allocation and timing schedules, etc.) ➢ Communicated and cooperated with inter-office and overseas colleagues throughout the audit process. ➢ Identified weaknesses of clients' internal control and provided constructive suggestions for improvement. ➢ Reviewed consolidated schedules, adjustments and consolidated financial statements. ➢ Drafted financial statements and annual reports for companies involved in various industries.

Major Clients Portfolio

Sing Tao News Corporation Ltd. (Security code: 1105)	<ul style="list-style-type: none"> • The principal activities of its group companies consist of publishing of newspapers (including free newspapers) and magazines, provision of recruitment media, and trading of photographic products.
C.P. Pokphand Co., Ltd (Security code: 650)	<ul style="list-style-type: none"> • The principal activities of its group companies consist of trading of agriculture products and feedmill and poultry operations. It also involved in the trading and manufacturing of motorcycles and accessories of automobiles, as well as the investment in the properties market.
Elixir Gaming Technologies, Inc. (Public company listed on American Stock Exchange, "AMEX")	<ul style="list-style-type: none"> • The principal activities of its group companies consist of the ownership and leasing of electronic gaming machines in resorts, hotels and cruise ships, and the design, manufacture and distribution of table game products, as well as the design, manufacture and sale of component parts for the automotive industry.
Wise Global Fund Ltd	<ul style="list-style-type: none"> • The primary objective of the Fund is to achieve capital appreciation through investments in collective investment schemes with an investment focus in the global markets.