

Tong Pauline (湯步甯)

Email: pltongpauline@gmail.com

Education

2015 Mar	Registration Completed as a HKICPA Certified Public Accountant	
2014 Jun	Hong Kong Institute of Certified Public Accountants Qualification Programme Graduates	
2009- 2010	Hong Kong Baptist University Postgraduate Diploma in Professional Accountancy Cumulative GPA: 3.32 out of 4.00	
2009	Accredited Accounting Technician Examination (Jun) Paper 1 – Fundamentals of Accounting and Computerized Accounts (Pass) Paper 2 – Business Communication and Organization and Management (Pass with Credit)	
2004- 2007	Bachelor of Science (Major in Chemistry) in the Chinese University of Hong Kong (Full-time student) Completed with Honours, Second Class Upper Division Cumulative GPA: 3.13 out of 4.00 Cumulative Major GPA: 3.25 out of 4.00	
2002-2004	Matriculation completed in St. Clare's Girls' School Hong Kong A-Level Examination 3C 2D AS Use of English C AS Chinese Language and Culture C AL Pure Mathematics C	
1997-2004	Secondary education completed in St. Clare's Girls' School Hong Kong Certificate of Education Examination 2B 6C Mathematics B English Language (Syllabus B) B Additional Mathematics C Chemistry C Economics C	

Working Experience

2011 – 2015	Working as Senior Fund Accountant in HSBC Securities Services
May – Present	–working on valuations for hedge funds with range of underlying assets - preparing management accounts for audit review - providing support and guidance in resolving operational issues including valuation and pricing issues with internal parties of other jurisdictions - monitoring investment portfolio positions upon compliance restrictions and regulatory requirements on a timely basis - performing reconciliation on different reports for valuation purposes - ensuring the accuracy and completeness of all details for NAV reporting
2010 – 2011	Working as Support, Internal Audit in Sun Hung Kai Financial
Oct – Apr	–working on supporting materials of audit plan for the coming year –supporting testing work of audit job under guidance of corresponding senior staff - preparing departmental budget and planning, also any other ad-hoc administrative work

2008 - 2009

Oct – Aug Working as Proofreader in HeterMedia Services Limited

- typesetting of required documents for Hong Kong listed companies
- handling e-submission system of HKEx for submission of documents
- following up amendments from clients or other third parties

2006

July – August Working on Summer Research in Chinese University of Hong Kong

- handling a research topic on the ratio of isomers formed in an organic synthesis
- monitoring the reaction condition and making amendment according to different situation
- computing and analyzing spectrums and experimental results
- setting up data base for journal publication

2005

June – August Working as Laboratory Assistant in Specialized Technology Resources (H.K.) Limited

- carrying out tests on heavy metals
- sending out conformations
- filing and checking reports
- prescribing tests

Extra-curricular Activities

2006 Support Team Member for the Participating Representatives of the Chinese University of Hong Kong in the 2006 Chemistry Olympiad

2005 Organizing Committee of the Orientation Camp for the Department of Chemistry in the Chinese University of Hong Kong

Public Relation Officer of New Asia Chemistry Society

2002-2003 Chairman of New Youth Group

Team Leader of Community Project (An Inter-school Service Program)

Languages

Cantonese –Fluent
English – Fluent
Mandarin – Fair

IT Skills

Microsoft Office: Word, Excel, Power point, Outlook
Chinese and English Processing
System: Geneva, NTAS, Partners

Other Information

Availability: One Month Notice