

Tracy Ng

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EDUCATION

Sep 2008 – Jun 2012 Bachelor of Commerce

University of Toronto - Toronto, ON

Specialist in Accounting

PROFESSIONAL QUALIFICATION

Hong Kong Institute of Certified Public Accountant (HKICPA)

Passed Modules: B (Corporate Finance), C (Business Assurance) and D (Taxation)

EMPLOYMENT EXPERIENCE

Oct 2016 – Present Senior Accountant, Ernst & Young

- Led the audit team as an in-charge for an IPO project and an audit engagement of a Hong Kong listed company
- Allocated tasks to audit team members for statutory audits for Hong Kong listed companies and private companies
- Reviewed audit working papers and analytical procedure prepared by audit team members
- Reported directly to managers and senior managers for drafting financial reports
- Major audit client portfolios:

Name	Details	Industry	Location	Audit work description
YuanShengTai Dairy Farm Ltd.	Listed: HKG 1431	Dairy Farming	China	Led the team as a senior in-charge for the audit of consolidation work at Heilongjiang
Richly Field China Development Ltd.	Listed: HKG 313	Construction & Engineering	China	Communicated with EY Shanghai audit team for annual audit for the Group at Changsha
Xin Point Group	IPO Project	Electroplating	China	Worked as a core audit team member for the Main Board IPO project
The Rink Limited	IPO Project	Ice rink	HK	Being the senior in-charge for the GEM IPO project
King Wai Holdings Co. Ltd.	IPO Project	Real Estate	China	Co-operated with EY Shenzhen audit team for annual audit at Shanghai
Lei Shing Hong Ltd.	IPO Project	Retail: Automobile	China	Finished specific scope audit at Nanjing and Yangzhou

Oct 2014 – Oct 2016 Staff Accountant, Ernst & Young

- Performed statutory audits for Hong Kong listed companies and private companies
- Assisted in IPO audits for Mainland China companies
- Worked in teams in preparing audited financial statements
- Assisted in conducting risk assessment and internal control reviews over client's companies

Sep 2012 – Sep 2014 Accounting Assistant, Page One the Designer's Bookshop (HK) Limited

- Ensured AP and AR transactions were made effectively according to the company operating procedures
- Prepared and communicated results from sales reports and reconciliation reports to overseas vendors
- Assisted managers in preparing financial reports, cash flow statements and month-end closing
- Maintained fixed asset register and petty cash records
- Participated in Book Fair 2013 Committee to monitor daily sales and cash flow

CAREER RELATED SKILLS & EXTRA-CURRICULAR ACTIVITIES

Computer – Proficiency in SAP and TMS system, Microsoft Office (Word, Excel and PowerPoint)

Languages – Full professional proficiency in Cantonese, English and Mandarin

Extra-curricular activities –

- **Committee member**, Rotman Commerce Accounting Society, University of Toronto
- **Marketing Director**, University of Toronto Chinese Debate Society, University of Toronto