

WONG Wai Ching, Beatrice(黃偉晴)
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An organized and presentable person majoring in Accounting, with internship experience in accounting and customer service, seeking for an accounting-related position

EDUCATION AND QUALIFICATION:

2016	Student Member of Hong Kong Institute of Certified Public Accountants
2012-2016	Bachelor of Professional Accounting (Honours) -- First Class Centennial College, A Member of HKU Group (Year 1- Year 4) - President List and Outstanding Scholar Award (2014-2015)
2012	Hong Kong Diploma of Secondary Education Examination
2006-2012	Shatin Methodist College (Form 1- Form 6)

WORK EXPERIENCE:

9/2016- Present	Assistant Fund Accountant Maples Fund Services (Asia) Limited <ul style="list-style-type: none">- Processed transactions for a portfolio of investment funds- Prepared cash reconciliations- Prepared Net Asset Value ("NAV") files of Hedge and PE funds- Perform general administrative functions related to client funds
9/2015- 6/2016	Part-time Assistant Accountant Nova Capital Advisor Limited <ul style="list-style-type: none">- Prepared month-end closing- Prepared size tests to compliance with SFC standards- Handled daily accounting operations- Assisted in preparing annual report- Involved in business projects- Performed ad hoc assignments at the request of the management
1/2015- 9/2015	Accounting Intern Quantum China Asset Management Limited <ul style="list-style-type: none">• <u>Fund Accounting Assistant</u>, worked related to funds- Assisted the Portfolio Managers in updating and monitoring the portfolio models- Prepared NAV calculation- Prepared Financial statements- Prepared, validated and assisted in preparation of client accounts, fact sheets and research investment analysis

- Performed Ad hoc support for the fund department team
- Communicated with external parties
- Accounting and administrative assistant in a listed company (E-KONG GROUP LIMITED)
 - Handled daily accounting operations
 - Assisted in preparing accounting reports and schedules
 - Assisted Company Financial Controller and Company Secretary
 - Handled general office administrative duties and provide clerical support

7/2014- 8/2014

**Summer Intern of customer service
1823, Efficiency Unit**

- Handled enquires and complains from general public
- Studied Building Department and Housing Authority information
- Received praises call from general public in July2015

1/2014- 6/2014

**Part time accounting clerk
Focus Creative Concepts Hong Kong Ltd.**

- Prepared General ledge and DacEasy input
- Assisted to monthly statement
- Handled bank reconciliation

EXTRA CURRICULAR ACTIVITIES:

2015- 2016	Student Ambassador of The Hong Kong Institute of Chartered Secretaries
2012	Student Representative
2006-2010	Hong Kong Synchroized Swimming Reserved Team and Junior Squad member

COMPUTER SKILLS: Microsoft Word, Excel, Power Point, DacEasy and Geneva

LANGUAGE: Chinese, English and Mandarin

HOBBIES AND INTERESTS: Travel, Swimming and Running