

MAN HOI SHU, ISABELLA

Address: Flat C, 33/F, Block 11, Kenswood Court, Kingswood Villas, Tin Shui Wai, N.T.

Tel: 9579 8770 (Mobile), 2467 2124 (Landline)

Email Address: isabellamanhs@gmail.com

Career Objective

To work in a dynamic and challenging role within the accounting industry where I can utilize my relevant knowledge, skills and past working experience.

Employment

Jul 2013 – Present

Senior fund accountant, HSBC Institutional Trust Services (Asia) Limited

- Preparing fund valuation, accounting, financial statements
- Monitoring investment compliance
- Preparing financial statements, presentation and research as requested
- Filing records of correspondences and processed instructions for audit purposes
- Assisting in daily fund administration and operation
- Participating in system migration User Acceptance Test (UAT)

Jun 2010 – Jul 2013

Audit intermediate, Paul Wong & Co. CPAs

- Conducting statutory audit, including identifying risks; preparing audit programs; and conducting audit tests with use of accounting software MYOB and PeachTree
- Preparing audit files and schedules
- Preparing annual financial statements
- Communicating with clients and answering inquiries
- Preparing management accounts for various clients
- Preparing profits tax computation
- Preparing and filing tax return
- Supervising junior staff

Dec 2008 – Feb 2009

Temporary Accounting Clerk, Carthy Limited

- Preparing cash management, management accounts
- Data entry, including the use of accounting software
- Clerical work, including photocopying, filing, issuing cheques

Dec 2006 – Feb 2007

Interviewer, Social Sciences Research Centre of HKU

- Conducting outdoor and phone interview
- Handling interview form, including photocopying, data entry

Education

2007 – 2010	Bachelor of Commerce The University of New South Wales
2006	Foundation Year Certificate (Standard Commerce) The University of New South Wales
2000-2005	Hong Kong Certificate of Education Examination Queen Elizabeth School Old Students' Association Secondary School

Membership

CPA (Aust.)

Computer Skills

Microsoft Word, Excel, MYOB, IFAS, IMS, Multifonds,

Present Salary

HK\$17,000 per month + overtime payment

Expected Salary

HK\$22,000 per month

Date of Availability

One-month notice

Referee

Referee letter and information will be provided upon request