

Resume

PERSONAL INFORMATION

Name: KU Cheuk Tung
Gender: Male
Date of Birth: 18/01/1992
Nationality: Chinese
Address: Room A, 15/F, Block 2, Oceania Heights, 2 Hoi Chu Road, Tuen Mun, New Territories, Hong Kong
Phone No.: 6651 1581
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EDUCATION AND QUALIFICATION

2015 – Present Student Member of HKICS

2012 – 2014 Edinburgh Napier University – Cityu SCOPE, BA (Hons) in Accounting
Graduated with upper second-class honours

2011 – 2012 Hong Kong Institute of Vocational Education, Higher Diploma in Accountancy
Graduated with pass

2009 – 2011 Hong Kong Institute of Vocational Education, Diploma in Accountancy
Graduated with credit

2004 – 2009 Tuen Mun Government Secondary School, Form 1–5
Hong Kong Certificate of Education Examination (7 passes, including English, Chinese and Mathematics)

WORK EXPERIENCE

10/11/2014 – 30/04/2017 Iyer Practice Limited, Associate I, Company Formation & Administration
Responsibilities: Handle full range of company secretarial matters for Hong Kong, Offshore, Singapore and in-house Companies.

17/02/2014 – 21/07/2014 Leung Kam Wan CPA Limited, Company Secretary Associate
Responsibilities: Provide company secretarial work from incorporation, statutory filing and preparation of corporate documentation for Hong Kong companies.

SKILLS

- Computing: Proficient in BGL's Corporate Affairs System (CAS) and Microsoft Office
- Language: Fluent in Chinese and Mandarin, Good in written and spoken English
- Word processing: English (40 w.p.m.), Chinese (30 w.p.m.)

AVAILABLE

19 June 2017

REFERENCES

Available upon request