LAI FUNG YEE, FANNIE

Mobile: 6205 3056

Email: fannieelai@gmail.com Living location: Tai Wai

EDUCATION

2012 – 2014 The Open University of Hong Kong
 BBA (Hons) In Accounting
2009 – 2012 Hong Kong Institute of Vocational Education
 Higher Diploma in Accountancy and Information Systems
2004 – 2009 Pok Oi Hospital Chan Kai Memorial College

WORKING EXPERIENCE

Jun 14 - Present

Semi-Senior Accounts Clerk, New Choice Accountants Limited (\$14,500/mth + Double Pay & Performance Bonus)

Hong Kong Certificate of Education Examinations (8 Passes)

- Handles full set of accounts & financial reports of various companies (Trading, Construction, Money Lending, Manufacturing, Logistics, Rental Industry)
- Prepares bank reconciliation and account reconciliation
- Prepares month-end closing for individual companies
- Handles clients' calls enquiries
- Provides clerical support to the department
- Jun Sep 13 Temporary Administration & Accounting officer, Hanlun Limited (3 Months contract)
 - Provided office administration support
 - Handled general accounting entries and filing
 - Handled the petty cash system
 - Provided monthly bank reconciliation
 - Checked and provided banking of daily payment received against payment report from the property management system
 - Supported accounts payable for recording of monthly utilities charges
- Jun Aug 11 Accounting Assistant (Internship), Tung Fung International (HK) Limited
 - Collected auditing evidence for Auditors during external auditing
 - Inputted customers' data and maintained the customers' database
 - Handled customers' business enquiries in Mandarin and Cantonese

QUALIFICATION QP Student (Module D Taxation - Passed)

LANGUAGES Able to speak and write in English, Cantonese and Putonghua

COMPUTER SKILLS Microsoft Office (Word, Excel, PowerPoint),

Dynamic, MYOB, Peachtree

TYPING English (50 wpm), Chinese (30 wpm)

EXPECTED SALARY S16 500 per month

AVAILABILITY 1 Month Notice