

Resume

Personal Data

Name: Lui Tsz Yung (呂芷榕)

Age: 23

Birth: 03-08-1990

Gender: Female

Contact Number: 6052-3381

Address: 2 /F, BLK 572, WONDERLAND, TAI PO TAU, TAI PO

E-mail Address: koeylui@hotmail.com

EDUCATION & PROFESSIONAL QUALIFICATION

Join Year	Left Year	Name of School
11	12	De Montfort University Bachelor of Arts (Honors) in Business Administration and Management (Graduate with second class honors)
08	11	VTC school of Business and information Systems Higher Diploma in Corporate Administration Graduate with Credit(B+) result
02	07	Kwok Tak Sang Catholic Secondary School (Pass with full certificate include Chinese and English Language)

HKCEE Result(2007)

Subject	Level/Grade
Chinese Language	Level 2
English Language	Level 3
Mathematics	D
Chinese Literature	E
Geography	E
Economics	E
Principles of Accounts	E

Working – Experience

8/2012-7/2013

Company name: Weikee Construction Limited

Company nature: Construction Nature

Post: Secretary and Accounting Officer

Job duties:

- Complete the client's accounting works
(e.g. Income statement, Journal Voucher and account system)
- Handle company's accounting and administration work
(Prepare cheque , invoice and receipt , quotation etc.)
- Provide the secretaries service to clients for opening company
(e.g. Fill NC1 , D2A form, prepare the greenbox)
- Find and compare the best quotation in order to lower the cost
- Outdoor works (cheque deposit, document transfer)

7/2012-8/2012

Company name: Tracy and Taylor Personal Limited

Company nature: Personal Consultant

Post: Clerk

Job duties:

- Handle the candidate's resume
- Send the email to the relevant clients
- Answer candidate's enquires
- Paperwork documentation
- To pair up the candidates with clients

Extra-Curricular Activities:

China Business Trip 2009

Company Visits (Calbee)

女童軍 (3年)

全職試鍊-工作體驗計劃

爵士舞訓練計劃

義無疆界-大行動 (澳門交流活動)

Y-Star (Youth Tutor) Training Program

學校體適能獎勵計劃 (金獎)

Qualification:

Basic knowledge with Accounting concept (LCCI Level 3)

Computer skills:

- Familiar with MS office (Excel, Word, PowerPoint, Outlook, Access and Internet Explorer)
- CSA Professional Plus
- Oracle Financial System (e.g. Peachtree accounting system)

Language Skills:

Average in English

Average in Mandarin

Excellent in Chinese (especially in speaking)

Typing speed :

English: 35wpm

Chinese: 25 wpm

Date available: 1st August 2013

Expected Salary: \$9,000 per month