

# Marcus Cheung

Room 219, 2/F, Ka Bong House, Ka Wai Estate, Fat Kwong Street,  
Hung Hom, Kowloon, Hong Kong  
Aged 26, Male  
Mobile: (852) 9065 4153 Email: kwanapp2012@gmail.com

*Team-oriented Accountant is seeking a career breakthrough in new position.*

## WORKING EXPERIENCE

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### SHINEWING TAX AND BUSINESS ADVISORY LIMITED

Causeway Bay, Hong Kong

A member of SHINEWING (HK) CPA Limited

*Accountant, Accounting Services Department  
Assistant Accountant*

*October 2016 – Present  
August 2015 – September 2016*

- Provide accounting and bookkeeping services for client in various industry
- Compile general ledger entries on a short schedule with high degree of accuracy
- Generate financial statements and facilitated account closing procedures each month
- Prepare consolidated management accounts and breakdowns and other reconciliation schedules in line with the Hong Kong Financial Reporting Standards
- Analyze and advise reporting issues for client to improve accounting operations procedures
- Modify a comprehensive financial reporting package to reflect organizational complexity and characteristic
- Attend to the meetings with client regularly to realize their business development and facilitate ongoing professional relationship
- Cooperate with audit engagement team for statutory audit and answer the queries raised by auditor
- Liaise with clients' company secretary for arranging statutory review and facilitate the process of audit
- Liaise with tax representative for handling profit tax matter
- Review work done by junior accountant

### POPULAR BOOK COMPANY LIMITED

Tsuen Wan, Hong Kong

*Accounting Assistant, Finance Department*

*July 2012– August 2015*

- Prepared journals, bank reconciliation, P/L and B/S schedules
- Created daily and weekly cash reports for cash flow management
- Reconciled vendor statements and handled payment complaints or discrepancies
- Balanced monthly general ledger accounts to accurately record cost and month end accruals through Oracle ERP system
- Implemented excel and process automations to encourage continuous improvement
- Facilitated internal and external audits
- Compiled periodic store sales reports comparing budgeted sales to actual sales

## EDUCATION BACKGROUND

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### EDINBURGH NAPIER UNIVERSITY

United Kingdom

*Bachelor of Arts (Hons) in Accounting (Part-time)*

*October 2013 – November 2015*

- In collaboration with City university of Hong Kong SCOPE

### HONG KONG COLLEGE OF TECHNOLOGY

Hong Kong

*Higher Diploma in Accounting*

*September 2008 – June 2012*

### HONG KONG CERTIFICATE OF EDUCATION EXAMINATION

*Reached HKCEE Level*

*August 2008*

## **PROFESSIONAL QUALIFICATION**

**HONG KONG INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS (HKICPA)**

*June 2016 – Present*

*Student Member*

**HONG KONG INSTITUTE OF ACCREDITED ACCOUNTING TECHNICIANS (HKIAAT)**

*Student Member*

*January 2012 – December 2012*

**LONDON CHAMBER OF COMMERCE AND INDUSTRY (LCCI)**

*LCCI Level3 certificate (International Accounting Standards)*

*August 2010*

## **OTHER INFORMATION**

- Proficient in Microsoft Office, with a focus on Excel
- Proficient in Oracle ERP System
- Bilingual in Chinese and English, fair in spoken Mandarin
- Customer-oriented and efficient task management
- Knowledge in HKFRS and statutory reporting

## **SALARY**

Current Salary:

HKD12,500 per month with double pay

## **DATE OF AVAILABILITY**

One Month Notice