

Ana H. Tse

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Education

ARC Professional Year Program

Accountants Resource Centre, Adelaide/Melbourne, 3/2014 to 3/2015

Bachelor of Commerce - Accounting

The University of Adelaide, 2009 to 2012

Foundation Year

Bradford College, Adelaide, 2008 to 2009

Employment Experience

Accounts & Finance Associate

10/2015 to Current

AIA, Wan Chai, Hong Kong

- Responsible for daily fund operation, daily income and expenses accruals, interest dividend payments, complex foreign exchange contracts, net asset value valuation for 28 funds with capital in excess of 73 billion dollars
- Ensured accuracy of funds trades, cash transactions and corporate actions and verified securities ' prices to publication
- Handle independently for all monthly and quarterly reports to MPFA and to Group AIA on timely basis
- Assist to new fund launching (Default investment strategy in April 2017, China HK Dynamic Asset allocation fund in July 2017), from start up to testing procedures, UAT execution till it launched, and ad hoc projects as needed
- Assist in system automation projects, drafting user requirements for most monthly and quarterly reports, successfully save over than 40 hours man powers for the team in project phase 1, another 25 hours in phase 2
- Involved in scheme merge project in March 2016 as a main contributor in team, to merge 58 funds into 25s, from 3 schemes down to 1
- Prepare financial statement in past two financial years, including audit with scheme merge and termination audit

Accounts Receivable & Collections Specialist
LEDified Lighting Corporation, South Melbourne VIC

1/2015 to 7/2015

- Accounts receivable functions including invoicing, cash application, issuing credit and debit memos, accounts receivable reconciliations, reviewing aging and trial balance reports to identify past due accounts, month-end close activities.
- Analyze accounts to discover discrepancies and resolve all variances promptly.
- Located and monitored overdue accounts, Issued Invoices to commercial customers for payment.
- Managed communication with all debtors through telephone or email to determine reasons for overdue payments and to review the terms of sales, service, or credit contracts. Negotiate credit extensions or required referred to a collections agency when necessary.
- Investigated all payment arrears for various debt portfolios.
- Took up the responsibility of the administration tasks of a newly set up subsidiary - SaveWise for outsourcing labor costs including managing contractor contract, ABN application and contractor HR database during 3 months internship with Ledified.

Administrative Assistant
EndureGo Finance, Tax and Wealth Management, West Richmond SA

1/2013 to 12/2013

- Supported an independent financial planner and paraplanner with research, drafting and other administration tasks
- Liaised with insurers and clients to follow through on insurance and superannuation implementation
- Reviewed and processed paperwork generated by adviser, organized adviser agreements and prepared client review documents for interviews
- Researched data, strategy and products and calculated fees and commission
- Consulted with advisors on the preparation and writing of risk insurance, superannuation statements of advice and records of advice
- Used administrative skills and BAS agent portal to look after the portfolios of tax clients
- Acted as an intermediary between lenders, real estate agents, solicitors and borrowers to provide more than 100 homebuyers with ideal home loan solutions
- Used professional communication and negotiation skills to deal with credit assessor and bank development manager

Volunteer Experience

External Club Accounts Auditor
Climbing Clubs South Australia

7/2013 to 8/2013

- Provided external audit by reconciling and reviewing the balance sheet to verify each component against relevant external documents
- Carried out an independent examination of these financial statements which was approved by the board during the AGM

Computer Skills

Microsoft Office suite, MYOB, Ariba, Athena, Flex - AFG, Sage CRM control management software, QuickBooks and other accounting software - Workflow MAX

Languages

English, Mandarin and Cantonese

Referees

Available upon request