

## **Personal Data**

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**Name:** Chan Yee Yin, Johnson (Eng) 陳義然 (Chi) **Gender:** Male  
**Date of Birth:** 23/08/1987  
**Correspondence Address:** Room3207, Ming Chau House, Kin Ming Estate, Tiu Keng Leng, Kowloon  
**Contact No.:** 9519-1002 (Mobile)  
**E-mail address:** chanyeeyin2017@yahoo.com

## **Working Experience**

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05/2015-08/2017 **HSBC Trustee (Hong Kong) Limited**  
*Global Trust Accounting Officer (GTA)*  
Major Responsibilities:

- Provide the duties of Global Trust Accounting and any duties specified by the Bank from time to time
- Prepare financial reports for Trust Relationship Manager' and Clients' review for the Singapore Team
- Assist Book-keeping Team colleagues to deal with daily account queries and update account entries.
- Assist other colleagues for handling related work difficulties such as double-checking the financial report hardcopy for the clients.

*Remove reason for leaving: Seeking for better prospects in commercial industry.*

09/2011-05/2015 **Quebish Limited**  
*Accounts Clerk*  
Major Responsibilities:

- Independently handle full set of accounts for and daily financial operations, including month-end closing, and prepare monthly financial reports.
- Daily accounting duties including payroll calculations leave arrangement, general ledger postings, accounts receivable and accounts payable / disbursements, and bank reconciliation.
- Prepare and issue all company documents including Debit Note and Credit Note among relative companies and third party vendors and customers.

*Remove reason for leaving: Seeking for better prospects in banking industry.*

## **Education**

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- 09/2014-08/2017     **The Open University of Hong Kong**  
Bachelor degree of Business Administration in China Business  
(Dean's List & Outstanding Student Award for the Course  
**International Business Management**)  
Core Subjects: Financial Accounting, Commercial Law in China,  
Management Policy & Strategy, International  
Business Management and Marketing in China
- 10/2008-06/2011     **Caritas Institute of Higher Education**  
(Formerly known as Caritas Francis Hsu College)  
*Higher Diploma in Accounting Studies*  
Aggregate GPA: 3.3  
Core Subjects: Financial Accounting, Financial Management,  
Auditing, Cost & Management Accounting,  
Company Law for Hong Kong and Hong Kong  
Taxation
- 09/2005-05/2007     **Kei Chi Secondary School**  
HKAL Cert (Pass Chinese, History and Geography)
- 11/2001-06/2005     **Heung To Middle School**  
HKCEE Cert (All pass and include Chinese, English and  
Mathematics)

## **Skills and abilities**

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Language Skills:     English and Chinese (Putonghua & Cantonese)

IT Skills:    1. Microsoft Office Software, includes Word, Excel and Power-point  
              2. Accounting Software, includes MYOB, Quick-book and Microsoft  
              Dynamics NAV Classic

Expected Salary:                     HK\$16,000 per month  
Last Salary                             HK\$16,000 per month  
Availability                             Immediately