

Lau Cham Ching, Jason

Room 2908, Block E, Luk Yeung Sun Chuen, Tsuen Wan, N.T., Hong Kong
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PERSONAL SUMMARY

People-oriented individual with strong determination to success in accounting industry. Possesses excellent interpersonal skills and the ability to communicate effectively at all levels. Good at problem solving with strong organizational capabilities. Enjoys being part of a successful and productive team and thrives in highly pressurized and challenging working environments

EDUCATION

2016.11 - 2017.06	Kaplan Financial	Conversion Programme
2012 - 2016	City University of Hong Kong	Bachelor of Business Administration (Banking and Financial Services)
2012	Hong Kong Diploma of Secondary Education (HKDSE)	
	- Level 5 in Mathematics, Business, Accounting and Financial Studies, Combined Science	
2006-2012	S.K.H. Lam Woo Memorial Secondary School	F6 Graduate

WORKING EXPERIENCE

2016.11 - Present	Tricor Services Limited	Accounting Associate
	<ul style="list-style-type: none">- To perform book-keeping, payroll processing, treasury for clients- Ensure regular schedule, working paper and year-end financial statements are being prepared accurately and submitted on a timely basis- To perform monthly consolidation and budget forecast upon client requests- Assist in queries and forms from IRD and SFC	
2014.03-2016.03	L & H Business Consultants Limited	Clerk
	<ul style="list-style-type: none">- Communicate with customers about immigration plans- Communicate with the Immigration Department and Company Registry- Took proper follow up actions for issues identified thereafter for immigration	

EXTRA CURRICULAR EXPERIENCE

2015-2016	North District Art Festival – BACKPACK Hong Kong	Organizing Committee
	<ul style="list-style-type: none">- A select group of students that design the events to promote North District- Act as the contact person with local handcraft shops and bands	
2014, 2015	Joint University Wild Camp	Organizing Committee
	<ul style="list-style-type: none">- A wild camp organized by HKUST, CityU and Hong Kong Community College- Help enhance leadership and communication skills	
2012-2013	Travelling Club, CityU SU	General Secretary
	<ul style="list-style-type: none">- Organize day trips and camps to discover natural scenery in Hong Kong- Identifying and maintaining relationship with societies in various tertiary institutions	

OTHERS

Language	Cantonese (Native), English (Fluent), Putonghua (Fluent)
Software Skills	Microsoft Office Word, Excel, Adobe Photoshop Microsoft Dynamics NAV, Sun Account, Turbo Account, Professional Payroll software
Expected Salary	\$14,000
Date Available	2 weeks in advance