

# Au Tsz Ki Jeff

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## CAREER OBJECTIVE

Seeking a challenging career within a progressive organisation that provides an opportunity to capitalise my technical skills & abilities in business field.

## EDUCATION & QUALIFICATIONS

Duration	Name of Institution	Qualification attained
2013 - 2017	University of New South Wales Australia (UNSW)	Bachelor of Commerce Majors in Accounting and Finance

## WORKING EXPERIENCE

Duration	Name of Organization/Employer	Position	Department	Duties
Dec 2016 – Jan 2017	Hong Kong Institute of Certified Public Accountants (HKICPA)	Student Helper	<ul style="list-style-type: none"><li>IT Department</li></ul>	<ul style="list-style-type: none"><li>Ensured accuracy and correctness of data and information.</li></ul>
	Hong Kong Institute of Certified Public Accountants (HKICPA)	Student Helper	<ul style="list-style-type: none"><li>Education &amp; Training Department</li></ul>	<ul style="list-style-type: none"><li>Assisted in preparing examination materials;</li><li>Assisted in reviewing examination papers.</li></ul>
Dec 2015 – Jan 2016	Hong Kong Institute of Certified Public Accountants (HKICPA)	Temporary Associate Administrator	<ul style="list-style-type: none"><li>Admission Department</li></ul>	<ul style="list-style-type: none"><li>Responsible for direct communication with members in professional manner;</li><li>Answered queries.</li></ul>
Jan 2014	Barrister Khattak,S.K. (Kelly Lam) at Fortune Chambers	Mini-pupillage	<ul style="list-style-type: none"><li>Mini-pupillage</li></ul>	<ul style="list-style-type: none"><li>Assisted in analysis and discussion of court case;</li><li>Attended to court on client’s behalf to conduct court litigation; and</li><li>Participated in meetings with clients and legal visit to High Court custody cell.</li></ul>

## PROFESSIONAL QUALIFICATION

Date of Issue	Issue Body	Qualification attained
27 Jan 2017	International English Language Testing System (IELTS)	Band 7.5

## OTHER COMPETENCIES

Language Proficiency:		
Writing & reading	Chinese (good)	English (good)
Oral	Cantonese (native) Mandarin (fluent)	English (fluent)
Computer Literacy:		
Windows and Mac Operating systems	Microsoft Office Word, Excel, PowerPoint, Access, Outlook	Typing speed (wpm) Chinese (Quick) & English

## EXTRA-CURRICULAR ACTIVITIES

University Basketball Society	Member
Management Society	Member
Business Society	Member
Cue Sports Society	Member
Hong Kong Student Association	Member

## AVAILABILITY

Immediate