

Kevin AU Chun Kei

Monash Commerce Graduate & Current CPA Australia ASA

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Education

- Aug.2016 – Present **CPA Australia**
Ethics and Governance (Dec.2016)
Financial Reporting & Strategic Management Accounting (Jun.2017)
- Feb.2013 – Dec.2016 **Monash University** (Clayton Campus), Australia, **Bachelor of Commerce**,
Majoring in Accounting and Finance with average grade of Credit.

Employment Experience

- Jul. 2016 – Present **Office Assistant, Accounting Assistant and Receptionist**, Cantabile School of Music, Melbourne
- General accounting, book-keeping, budgeting and administrative and management support for a startup music business with growth of number of students from 20 to 120 in 6 months
 - Solving customers enquiries, offer translation and facilitate communication between instructors and customers in English, Cantonese, and Mandarin.
- Dec.2013 – Feb.2014 **Audit Intern**, KPMG, Shenzhen
- Deliver and perform accurate and timely assigned audit preparation tasks and documentation
 - Translate the final audit report from Chinese to English which was to be delivered to the board of directors of client
- Aug.2013 – Present **Private Flute Tutor** , Cantabile School of Music, Melbourne
- Prepare students for graded exams of the Australian Music Examination Board, in which all exams taken by these students achieved all distinction and above
 - Customize learning progress according to each students' level and needs
 - Training students and helping them build confidence for recitals and performances
- ## Skill Profile
- **Organizational, interpersonal and team-working skills** developed through planning and organizing Voluntary Work under supervision of Rotarians and involvement in team sports, while always demonstrating a strong sense of loyalty to the team as a team player
 - Tutoring youngsters and taking the leading and training roles in Music teams developed **leadership, people management and training skills**;
 - As an intern of an auditing team and office assistant in the music school the **ability to work under pressure** and **quick learning skills** deliver effective completion of assigned tasks;
 - **Time-management skills** and **planning skills** developed through designing customized teaching schedule for each students as a flute tutor
 - **Full professional proficiency use of English** (with IELTS Band 7.5) and **Chinese** (both Cantonese and Mandarin), shown ability to *conduct verbal and written translation* in Audit team and translation team

Voluntary Work

- Feb. 2017 - Present **Service Coordinator** ,Church in Melbourne, Melbourne
- Participation in the establishment of a database network among multiple states and localities
 - Manage and coordinate duties between service groups, such as roster planning and training
- Aug. 2016 **Open Day Ambassador** , Monash University, Melbourne
- Assist zone leaders for the operation of the zone allocated in the Monash University Open Day event and provide help and directions to prospect students and visitors on the event, solving their enquires in English, Cantonese and Mandarin
- Jul. 2016 – Dec.2016 **Support Crew Member**, Team Monash, Monash University, Melbourne
- Multiple roles in Monash Volunteering events, University and community sports events
- Aug. 2015 - Present **Translation Team Member** ,Church in Melbourne, Melbourne
- Responsible for simultaneous and radio-broadcast translation from English to Chinese and vice versa in conference and meetings
- Sept. 2009 – Sept. 2011 **Treasurer & Executive Committee** Rotarians Interact Club, Hong Kong
- Responsible for preparing all financial statements and budgeting for the my period as committee
 - In charge of organizing and planning joint-school volunteering events and trips in local regions (HK) and rural cities of China
 - Coordinate with social workers of related organizations and report periodically to Rotarians supervisors

Extracurricular Activities

- Dec.2012 – Jan. 2017 Polytechnic University of Hong Kong Student Union Choir, **Guest Conductor and member**
- Participate in performances, advisory roles in choir rehearsals and training future student conductors and new members
- Mar. 2014 – Sept. 2014 Monash University kendo Club, **Victorian Kendo Championship and Australian University Games Team Member**

Interest

- Music: Well trained in flute, violin, vocal and piano. Engaged leading roles in 8 different music teams and participated in more than 20 competitions in Hong Kong, individually and in teams. Also had been invited as conductor for university choirs and high-school ensembles, and as Concert master of an Alumni Orchestra
- Sports: Solid foundation in multiple individual and team sports. Always keen to learn new sports while building a healthy lifestyle. Strong interest in Kendo (5th Kyu) and hiking

Reference

(Upon request)