

Chui Wing Sze, Sherry
Flat E, 17/F, Block 5, Phase 2 Belvedere Garden, 620 Castle Peak Road, Tsuen Wan, N.T., Hong Kong
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Personal Summary

A graduate at the University of Hong Kong. Responsible, detail-oriented, proactive and able to work under pressure. Effectively work in a multi-task and team environment. Have good organizational skill and specialize in accounting & administrative work. Fluent in Chinese, English and Mandarin. Proficiency in computer applications. Good commands of English and Chinese character inputs and Microsoft Office Suite.

Working experience

- 1/11/2012 – 31/3/2017 Senior Accounting Officer - Small business management (Promoted from Accounting Officer on 1 Jan 2016)
Full-time position in Lynks C.P.A. Limited
- Handling full sets of accounts for clients
 - Preparing monthly consolidated management reports & performance variance report
 - Preparing daily payments
 - Preparing monthly salary charts and calculating China tax
 - Preparing and completing Employer's Return of Remuneration & Pension submitting to IRD
- 4/7/2011 – 12/9/2012 Staff Accountant 2 (Promoted from Staff Accountant 1 on 1 Apr 2012)
Full-time position in Lak & Associates C.P.A. Limited
- Planning and performing audit assignments
- 7/7/2010 – 14/4/2011 Administrative Officer
Full-time position in China.hk Intellectual Property Services Co., Ltd
- Processing of trademark and design applications worldwide under the supervision of senior members of the company
 - General office administration
 - Sales & marketing administration
- 27/7/2009 – 26/8/2009 Financial planning assistant
Summer Internship in Winnie Tsui & Company which works for Manulife International Limited
- Compiling and categorizing data, documenting and verifying reasonableness
 - Assisting in analysis of clients' personal financial situation, plans and objectives
 - Participating in the development and analysis of financial strategies in clients' wealth management creation and protection.

Professional Memberships

Student member, Association of Chartered Certified Accountants (ACCA) (papers F1 - F9, P2 - P3 passed)

Public Certification

- | | |
|------|---|
| 2017 | Advanced Diploma in Accounting and Business, ACCA |
| 2009 | Insurance Intermediaries Qualifying Examination, papers I & III |
| 2007 | Level 3 Certificate in Accounting, LCCI |
| | Pass with Distinction |

Education

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|-----------|---|
| 2007-2010 | One major in Risk Management and one major in Finance, Bachelor of Science, The University of Hong Kong |
| 2005-2007 | Liu Po Shan Memorial College |
| 2000-2005 | Ho Fung College |

Result of Hong Kong Advanced Level Examination (HKALE)

Principles of Accounts	B	Pure Mathematics	B
Use of English	D	Chinese Language and Culture	D

References

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|------------------------------|---------------------------------|
| Ms. Shirley Ng, the Director | Ms. Carrie Hui, the Director |
| Lynks C.P.A. Limited | Lak & Associates C.P.A. Limited |
| Contact no: 2815-8218 | Contact no: 2526-5511 |

Available date: immediately available Present salary: HK\$25,000 Expected salary: HK\$26,000 (negotiable)