

# Tsoi Yan (Joyce) Shum

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**HKICPA Student Member**

Jun 2012

## EDUCATION

**Santa Clara University, California, United States**

**Bachelor of Science in Commerce, Accounting**

Major GPA: 3.60

Overall GPA: 3.43

**De Anza College, California, United States**

**Business Administration**

Overall GPA: 3.75

Dean's List (2008 Fall, 2009 Winter, Summer, Fall, 2010 Winter)

## EXPERIENCE

**ABN AMRO Bank N.V., Hong Kong**

**Jul 2015 – Present**

*Financial Cost Accountant*

- Preparation of month-end closing for HK Branch, Shanghai & DJC UAE
- Monthly, quarterly and annual preparation of schedules and deliverables for Head Office reporting
- Preparation of data and analytics to support the filing of Basel III reports and Liquidity Coverage Ratio reporting
- Process invoices for Hong Kong Branch and ensure payments are made with appropriate authorization
- Process staff reimbursement claims through Concur (Travel & Expense solution)
- Expense review for rebilling process to ensure accurate cost allocation to various business lines
- Handle queries from business and other enabling teams across HK, UAE, Shanghai and Singapore in regards to cost actuals figures for the month
- Provide variance analysis on profit and loss accounts and month end financial reports to management
- Liaison with internal and external auditors, as well as tax representatives

**Platinum Management Services Limited, Hong Kong**

**Nov 2013 – Jun 2015**

*Assistant Accountant*

- Oversaw full set of management accounts at a divisional and consolidated level, including preparation of month-end closing and year-end audit materials
- Handled correspondence of fund transfer for settlement of securities trading and cash movement
- Prepared weekly investment portfolio summary and stock position for HK & overseas stock market
- Liaised with external counterparts for securities lending and financing
- Responsible for cash management within operation team and bank reconciliation
- Facilitated payments to vendor invoices, expense claims and intercompany transactions
- Performed monthly P&L variance analysis and provide qualitative commentary to senior management
- Worked with management team in annual budgeting and forecasting to meet goals and objectives
- Project Coordinator of the implementation of new accounting system SAP

**Citrus Lane, Inc., California, United States**

**Apr 2012 – Sep 2013**

*Accounting/ Finance Consultant*

- Handled daily accounts payable processes, accurate processing of invoices, purchase orders, expense reports, credit memos, and payment transactions on Quickbooks
- Updated cash dashboards and key operational metrics for board meetings to show favorable trends
- Performed monthly and year-end closing procedures including bank reconciliations to ensure accuracy
- Renegotiated payment terms with vendors from Net 7 to Net 60 days to improve cash flow and facilitate company's return to profitability
- Aggregated data and metrics to better allocate costs on shipping and fulfillment to increase margin by 40%
- Oversaw chargeback activities, fraud analysis and response documentation
- Worked closely with the management of six departments to track monthly departmental budgets and maintain accuracy against annual spending limits

## SKILLS

Fluent in both spoken and written English and Chinese (Cantonese, Mandarin)

Proficient in Microsoft Office (Word, Excel, Access, PowerPoint), QuickBooks, SunSystems, SAP, Smartstream