

Chui Wing Sze, Sherry
Flat E, 17/F, Block 5, Phase 2, Belvedere Garden, Tsuen Wan, HK
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Personal Summary

An undergraduate at the University of Hong Kong. Responsible, detail-oriented, willing to devote to work and able to work under pressure. Effectively work in a multi-task and team environment. Have good organizational skill and great interest in accounting. Specialize in accounting, administrative work and interacting with people. 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
 - Handling daily payments, monthly payroll and MPF payments
 - Handling HR-related issue
 - Liaisoning with colleagues in Mainland for handling China tax issue
 - 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
- Handling audit job
- 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

- 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)

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|------------------------|---|------------------------------|---|
| 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: Sep 27, 2017

Present salary: \$25,000

Expected salary: negotiable