

Curriculum Vitae

PERSONAL DETAILS

Name: **HO WAI TING, CIRCLE**
Nationality: Chinese
Date of birth: 5 October 1991
Current Location: Flat 3, 4/F, Hoi Wu Court,
14 Nam Ning Street, Aberdeen Center,
Hong Kong
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OBJECTIVES

I am an enthusiastic and easy-going person. I am passionate on servicing and I work well with colleagues. I have a positive attitude, professional skills and am confident to confront and tackle challenges.

EMPLOYMENT RECORD

- Mar 2015 – May 2017 Kerry Properties Limited
Accounting Officer
- Handling full set of books in several investment properties holding and real estate management companies
 - Facilitating accounting system change and data migration process
 - Performing basic data analysis for management accounting
- Sep 2013 – Jan 2015 Allan & Associates Limited
Senior Accounts & Administrative Assistant
- Handling monthly payroll and recruiting personnel
 - Supervising junior for bookkeeping
 - Personal assistant to directors
- Feb 2012 – May 2013 Cathay Holidays Limited, Hong Kong (Subsidiary of Cathay Pacific Airways Limited)
Finance Officer
- Performing daily data entry
 - Monitoring accounts payable and receivable
 - Performing profitability analysis on tour packages

EDUCATION BACKGROUND

Sep 2012 – June 2013	Chinese University of Hong Kong Postgraduate Diploma in Professional Accountancy Program
Jan 2009 – Dec 2011	IMI International Hotel Management Institute, Switzerland BA (Hons) Degree with Upper Second Class Honors in Hospitality Entrepreneurship Both validated by Manchester Metropolitan University, UK
Sep 2003 – Mar 2008	S.K.H. Lui Ming Choi Secondary School, Hong Kong

QUALIFICATIONS AND ACHIEVEMENTS

2011	IMI International Hotel Management Institute, Switzerland China and Hong Kong Representative of the Student Representative Council for 2011B
2008	LCCI International Qualifications Achieved Level 2 Certificate in Book-keeping and Accounts
2004	The Associated Board of the Royal Schools of Music Achieved Grade 5 Theory of Music

SKILL

Computers:	MS Office, Photoshop, Fidelio, Prezi, FlexSystem MRI (Real Estate System) & Oracle's JD Edwards
Languages:	Native Cantonese Speaker Fluent in spoken and written English and Mandarin Chinese

REFEREES

Name:	Mr Francis Lee
Title:	Manager of Finance and Planning
Organization:	Cathay Holidays Limited
Telephone:	+852 2747 4318

Name:	Mr Bradley Allan
Title:	Managing Director
Organization:	Allan & Associates Ltd
Telephone:	+852 2987 7926

Name:	Mr Duncan Lo
Title:	Senior Manager of Finance & Accounts
Organization:	Kerry Properties Limited
Telephone:	+852 2967 2200