

Clara, Tong Wai Ka
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Objective

To apply for the position of an Associate in the Risk Advisory Services (Ref : RAS)

Education

Sept 2013 – Jun 2015	Master of Accountancy Hong Kong Baptist University CGPA: 3.14/4.0
Sept 2008 – Jun 2012	Bachelor of International Economics and Trading Tianjin University of Finance & Economics (TUFE) CGPA: 3.3/4.0
Sept 2007 – Jun 2008	Heung To College of Professional Studies
Sept 2006 – Jun 2007	Po Leung Kuk Chao King Lin Sixth Form College
Sept 2002 – Jun 2006	Hong Kong True Light Middle School

Working Experience

Oct 2015 - Jun 2017	Staff Accountant I, ShineWing (HK) CPA Limited <ul style="list-style-type: none">Performed audit testing for profit & loss account and balance sheet items, substantive testing and analytical reviewPrepared financial reports for clients
Mar 2014 - Sept 2015	Accounting Assistant (part-time), Franklin Templeton Investments <ul style="list-style-type: none">Assisted in accounting transaction entries and month end GL closing processProvided support to reconcile general ledger balances against supporting schedules and sub-ledger balances
Jan 2013 – Aug 2013	Clerk, Construction Bank of China (Asia) <ul style="list-style-type: none">Participated in the clerical work of credit card applicationsConducted authentication through phone contact with the customers

Awards

2010 - 2011	Hong Kong, Macau and Overseas Chinese Scholarship (The Second Prize)
2003 - 2004	The Hong Kong Awards for Young People (Bronze Medal)

Professional Qualifications

Jun 2017	HKICPA Student Member - QP (Module B - Processing)
Apr 2013	LCCI Level 2 (Pass to Merit)
Nov 2011	LCCI Level 1 (Pass to Distinction)

Language Skills

Chinese (Written and Spoken) – Excellent
English (Written and Spoken) – Good (IELTS 6.5)
Mandarin – Good (Putonghua Shuiping Ceshi (PSC) - Level 3-first class)

Computer Skills

Familiar with SAP system, Word, Excel, PowerPoint and Chinese Word Processing