

Lai Ying Tung (Phoebe)

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OBJECTIVE

A goal-driven, highly organized and detailed-oriented professional with hands-on auditing experience seeking opportunities to obtain a position in Accounting Department with a promising company to further my professional and personal growth and to successfully contribute to an organization's financial management operations and goals.

EDUCATION

- Aug 2013 – Sep 2015 **Bachelor in Commerce- Major in Professional Accounting**
Macquarie University in Australia
- GPA: 3.5/4
- Oct 2012 - June 2013 **Advanced Diploma of Commerce**
Sydney Institute of Business and Technology
- GPA: 3.5/4
- 2007 - 2012 **High School**
Immaculate Heart of Mary College
Shatin, Hong Kong
- **HK Advanced Level Examination (HK A-Level) - 2012**
 - **HK Certificate Education (HKCE) - 2010**

PROFESSIONAL QUALIFICATION

- July 2015 - Present **Certified Public Accountant (CPA Australia)**
Associate Member
- Completed four papers (Ethics, Financial Reporting, Strategic Management Accounting and Financial Risk Management) of the CPA Board Examination

EMPLOYMENT EXPERIENCE

Willis Cheng & Company CPA Limited <i>Hong Kong, Audit Semi-Senior</i>	Jul 2015 - Present
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Duties:

- Conduct corporate client bookkeeping and preparation of compiled financial statements.
- Handle the preparation, review, and assembly of corporate and personal tax return.
- Work independently or as part of team for auditing
- Perform stocktake at company's year end date.
- Perform analytical procedures and substantive testings to detect unusual financial figures or even relationships.
- Identify and communicate accounting and auditing matters to seniors and manager.
- Proactively interact with key client management to gather information, resolve audit-related problems, and make recommendations for business and process improvements.
- Play a pivotal role in meeting a demanding deadline by completing assignment ahead of scheduled and then assist co-workers in their task.
- Perform ad hoc assignments (eg. Handling employees' return / arrangements for manager).
- Mentor junior associates on audit process and assess their performance for engagement reviews.

Achievement:

- Involved in companies limited by guarantee and some relatively large trading companies and therefore have more in-depth knowledge of accounting standards and tax treatment.
- Developed strong ability to meet challenging client requirements.
- Strong aptitude to work under pressure and meet tight deadlines with excellent time management and organizational skills.
- Developed and maintained strong relationships with managers and teammates, creating a cohesive and productive team within a deadline-driven environment.

Bupa Asia Ltd.

Dec 2013- Feb 2014

Hong Kong, Part-time Clerk Hong Kong

Duties:

- Provided clerical support to the department including copying, filing and data entry
- Sorted incoming mails and scan to make a record in the system
- Followed up customers' requests with other departments
- Checked the details of cheques and invoices to make sure they are matched correspondingly

Achievement:

- Being familiar with business operations, workflow process and internal control
- Possessed strong commitment to team environment dynamics with the ability to contribute ideas and follow leadership directives at appropriate times

Tai Luen Coffee Company Ltd.

May 2010-July 2010

Hong Kong, Internship in Customer Service

Duties:

- Handled incoming calls regarding orders and delivery from the customers
- Managed and processed all orders and sales contracts
- Communicated with the warehouse staff regarding packing with dispatch notes
- Handled the paid invoices from customers

Achievement:

- Cultivated long-term relationships with customers, maintaining ongoing communications and facilitating solutions to address concerns.
- Accustomed to maintaining the integrity of financial data

SKILLS SUMMARY

- ✓ Excellent written and verbal communication skills (Cantonese, English and Mandarin)
- ✓ High-level computer skills including **Excel, Word and PowerPoint**
- ✓ Knowledge on MYOB
- ✓ Able to work independently in a teamwork environment
- ✓ Highly organized and detail-oriented

Other Information

Date of Availability: Immediately available upon request

Expected salaries: HK\$19,000 – HK\$21,000

References

Pauline Lee
Internal auditor
Corporate Audit Department
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