

Room C, 31/F, Block 6,  
Metro Harbour View,  
Tai Kok Tsui, Hong Kong

**Ka Lai WONG**  
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## **EDUCATION**

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**University of Western Australia**  
*Bachelor of Commerce in Accounting and Finance*

**Perth, Australia**  
*February 2014 – November 2015*

**Taylor's College**  
*Diploma of Business*

**Perth, Australia**  
*March 2013 – February 2014*

**True Light Girls' College**  
*Secondary Education - HKDSE*

**Hong Kong**  
*September 2006 – June 2012*

## **PROFESSIONAL EXPERIENCE**

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**HLB Hodgson Impey Cheng Limited**  
*Audit Accountant II*

**Hong Kong**  
*April 2016 – June 2017*

- Assisted seniors to prepare audit working papers and draw up the audited financial reports for listed companies and IPO projects, and performed full sets of audit and compliance procedures for securities, asset management companies and investment funds
- Examined the company's minutes, financial and accounting records to identify the reliability and fairness of clients' financial statements; communicated the findings to external third parties, including creditors, investors and government organizations.
- Discussed the material accounting and auditing matters with clients to gain an understanding of its operations

**Starcom Electronics Limited**  
*Accounting Assistant (Part time)*

**Hong Kong**  
*June 2015 – February 2016*

- Performed book-keeping and accounting duties for telecommunication industry by using accounting system
- Prepared monthly accruals, checks and sales documentation and schedules
- Assisted managers to prepare annual company reports, generate budgets and forecasts on a half-year basis

**AIA Group Limited**  
*Winter Intern*

**Hong Kong**  
*November – December 2014*

- Performed group presentations by conducting a research on the health care system of public and private hospitals in Hong Kong with a series of hospital visits and talks
- Assisted team managers in clients' meeting and prepared particular medical plans summaries

## **LEADERSHIP EXPERIENCE**

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**University of Western Australia International Students' Union**  
*International Student Ambassador*

**Perth, Australia**  
*March – November 2015*

- Aided international students on social life in campus, emotional support and academic issues through regular meetings
- Organized activities for international students such as orientation programme, recruitments festival and banquets to engage themselves in new cultural environment

## **VOLUNTARY EXPERIENCES**

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**Cancer Council**  
*Member and Event Ambassador*

**Perth, Australia**  
*April – November 2014*

- Provided office administration assistance such as reception duties, typing and answering inquiries from clients
- Organized fundraising activities such as setting up stalls to increase the public awareness of breast cancer
- Participated the members' meetings to discuss the opportunities of council development

## **SKILLS & OTHER EXPERIENCES**

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**Languages** English (Fluent) •• Mandarin (Fluent) •• Cantonese (Native)  
**Software** Proficient in Microsoft Office (Excel, PowerPoint, Word)