

RESUME

WONG KIM FUNG, PENNY (王劍烽)

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WORKING EXPERIENCE

- 02/2017-07/2017 **Financial accountant for AP & GL, Chanel Hong Kong Limited (6 months contract)**
- Handle daily accounting operations: invoices checking, payment and prepare journal.
 - Work with GL team on month-end closing (Balance sheet reconciliation & Bank Reconciliation)
 - Assist on Inter-company invoice settlement process
- 03/2015 to 02/2017 **Senior accounts clerk, Richemont Asia Pacific Limited**
11/2012 to 03/2015 **Accounts clerk, Richemont Asia Pacific Limited**
- Handled daily accounting operations: invoices checking, payment and prepare journal.
 - Liaised with other departments on solving issues of AP accounting entries, payment and purchase order queries.
 - Reviewed Purchase Order.
 - Performed stock count with inventory team and inventory audit with auditor in HK and Macau.
 - Prepared monthly reports and schedules to the management.
 - Provided SAP training to new joiners in the Group and Masions, e.g. purchase order creation and vendor maintenance.
 - Assisted the SAP project team for the launch of the SAP VIM project in Shanghai.
- 09/2011 to 08/2012 **Accounting clerk, VF Hong Kong Limited (MNC)**
- Proceeded payment requests from brands and supporting departments
 - Prepared a JV and maintained the up-to-date AP database in SAP system
 - Liaised with internal parties for various payment requests and invoice checking
 - Answered finance-related enquiry from internal customer.
- 04/2010 to 06/2011 **Accounting officer, ChunWo Vegetable Company**
- Audited client testing reports and maintained master database accuracy
 - Conducted analytical reports, Powerpoint and summaries for management
 - Answered telephone enquiry and assisted in sample checking
 - Provided general clerical support to the team, e.g. filing and data entry
- 08/2009 to 02/2010 **Teleservices executive officer, PCCW Blackberry hotline**
- Provided Blackberry technical supports to end customers
 - Handled customer enquiries on billing issue
 - To assist customers in checking data usage data

EDUCATION

- 09/2017- **BA(Hons) Accounting, Edinburgh Napier University, Scoop City University of Hong Kong**
- 09/2007-07/2009 **Hong Kong Community College, Hong Kong Polytechnic University**
Associate Degree - China Business
- 09/1999-07/2007 **Cognitio College (Kowloon)**
Form 1 – Form 7

QUALIFICATIONS

- 2007 Hong Kong Advanced Level Examinations
- 2005 Hong Kong Certificate Education of Examination

KEY EXPERIENCE

- Strong interpersonal skills with clients, staff and management,
- Self-driven and supportive to the work, able to work under pressure
- Enthusiastic team player but able to work well as an individual
- Highly motivated to learn and attention to details in the workplace

COMPUTER / TYPING SKILLS

- MS Office (Word, Excel, Power Point)
- SAP accounting system

Current salary: \$21000 x 13 months

Expected salary: \$23,000 per month

Availability: Immediate