

LAI PUI YING, KITTY

Address: Flat B4, 6/F, Block B, Man On House, 151-163 Wan Chai Road, Hong Kong

Tel: 2833-5643

Mobile: 6275-3002

E-mail: kittylaipochacco@yahoo.com.hk

Executive Summary

Latest Position:	State Street Global Services - Senior Fund Accountant
Full Time Working Experience:	6 years
Highest Education Attained:	BBA (Hons) Accounting – First Class Honour
Professional Qualification:	Certified Public Accountant (CPA)
Expected Salary:	HK\$40,000 negotiable
Availability:	One month notice

Personal Particulars

Gender:	Female
Date of Birth:	23 December 1988
Nationality:	Hong Kong Special Administrative Region (HKSAR)

Work Experience (in Accounting and Audit)

State Street Global Services - Senior Fund Accountant

- January 2014 – Present
- Specialize in private equity funds including Fund of Funds, Growth Capital, Venture Capital and RMB Funds
- Prepare and/or review monthly closing, quarterly and annual financial statements under USGAAP, IFRS, PRC GAAP
- Assist in managing local audits
- Assist in preparing waterfall and capital account allocations
- Prepare and/or review Capital Call and Capital Distribution
- Manage client and fund investors expectations

Deloitte Touche Tohmatsu - Audit Senior II

- Oct 2010 – Dec 2013
- Perform planning, interim, hardclose & annual audit engagements in Hong Kong and People's Republic of China (PRC)

Client Portfolios	Stock Code	Business Sector
Sino Land Company Ltd	00083	Property Developer
<ul style="list-style-type: none"> • Perform annual audit on Sales of properties, Properties held for sale , Properties under development and also leasing of properties and car parks • Perform valuation on Investment Properties 		
Sun Hung Kai & Co Ltd	00086	Hotel
<ul style="list-style-type: none"> • Perform planning - walkthrough of the following cycles: - Property, Plant and Equipment, Inventories, Revenue, Payroll, Cost of sales, Expenses • Perform annual audit mainly on Accounts receivable and Accounts payable 		
Build King Holdings Ltd	00240	Construction
<ul style="list-style-type: none"> • Audit in charge leading 5-7 team members • Perform financial analytical review, consolidation, project review, clear technical department queries, draft Financial statements and handle announcement 		
Meinhardt Group International Holdings Ltd	Private Group	Construction
<ul style="list-style-type: none"> • Perform reconciliation on PRC GAAP to HK reporting requirement • Perform project review 		
Road King Infrastructure Ltd	01098	Real estates
<ul style="list-style-type: none"> • Perform audit in PRC for Properties held for sale and Properties under development 		
A-1 Bakery Co (HK) Ltd	Private Group	Trading
<ul style="list-style-type: none"> • Perform annual audit mainly on Fixed Assets, operating lease and profit and loss items 		

Technic (Accounting Services) Co - Accounts Clerk & Audit Trainee

- Jun 2008 – Aug 2009
- Book-keeping and handle month-end closing
- Perform annual audit engagement

Simon, Y. T. Tsao & Co - Accounts Clerk & Audit Trainee

- May 2007 – Aug 2007
- Book-keeping and assist in completing audit assignments effectively

Professional Qualification

- 2013: Certified Public Accountant (CPA)
2005: HKAAT Book-keeping and Accounts (Pass with Credit)
2004: LCCI Level 1 Certificate in Book-keeping (Pass with Distinction)

Education, Scholarships and Awards

Education

- 2007 – 2010: Bachelor of Business Administration (Hons) Accounting
Hong Kong Baptist University
First Class Honour (CGPA: 3.55/4)

Scholarships and Awards

- 2008 – 2009: HSBC Hong Kong Scholarship
2007 – 2008: Hong Kong Institute of Certified Public Accountants (HKICPA) Scholarship

Languages and Skills

Languages

- Proficiency in written and spoken English, Chinese and Putonghua

Skills

- Proficient PC knowledge in Microsoft Word, Excel, Powerpoint, Outlook
- Accounting Software: Investran, MYOB, Flex System, Dynamic, Dac Easy
- English Typing Speed 60 wpm, Chinese Typing Speed 30 wpm

Extra Curricular Activities and Community Services Experience

- 2008 – 2009: Hong Kong Baptist University
Internal Vice President, Association of Commercial and Industrial Studies
Student Ambassador, HKBU Information Day
- 2005 – 2007: Hotung Secondary School
Group Leader, Prefect
Chairman, Movie and Literature Club
- 2006: The Hong Kong Federation of Youth Groups
龍耀浦江青年大型交流活動