

WONG, Wai Ha, Cathy

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PROFILE

I love Accounting and I have learnt Accounting for almost 8 years. I have a passion for working as a professional accountant to put what I have learnt into my work. I am taking the professional examination to be a Certified Public Accountant, and target to be Qualified within 4 years.

HIGHLIGHTS

- Immediate available
- Multi-tasking
- Independent
- Able to work under pressure and meet deadlines
- Accurate
- Bachelor degree in Accountancy
- 4 years accounting and auditing experience
- Effective problem solving skills
- Efficient time management
- Familiar with Accounting operations
- Strong sense of responsibility

WORK EXPERIENCES

- Nov 2012 - Feb 2017** **Chu & Lo Co., CPA** **Intermediate Audit Officer**
Chu & Lo Co. is a Certified Public Accountant which provides auditing, accounting, company secretary and consulting services for local and overseas companies.
- Conducted audit assignments independently by examining the accounts of companies to ensure the validity and legality of their financial records
 - Handled full set of accounts
 - Prepared tax computation and schedules for tax compliance
 - Liaised with managerial staff and presented findings and recommendations
 - Prepared audited reports and statements in tight deadline
 - Provided guidance to junior staff and preformed overall review of deliverables
- May 2012 - Sep 2012** **Procon CPA Limited, CPA** **Audit Officer**
Procon CPA Limited is a Certified Public Accountant which provides mainly auditing services to SMEs in both Hong Kong and Mainland China
- Assisted in auditing companies including setting up the engagement, preparing the audit works and audited financial statements, and collecting audit evidence in clients' offices
 - Handled monthly accounting transactions for non-profit organization
- Jun 2010 - Mar 2011** **Goodwill Accountancy Services Company** **Part-time Accounting Assistant**
Goodwill Accountancy Services Company provides auditing, accounting, company secretary and consulting services to SMEs
- Handled full set of manufacturing companies accounting transactions
 - Assisted in auditing companies including revising final financial statement for Inland Revenue Department and collecting audit evidence in clients' offices in Mainland China and Hong Kong
 - Worked with clients in preparing Annual Returns

EDUCATION

Sep 2008 – Feb 2012 **City University of Hong Kong (CityU)**
Bachelor of Business Administration in Accountancy
Minor in Business Economics

EXTRA CURRICULAR ACTIVITIES

Apr 2009 – May 2010 **City Youth Empowerment Project** **Volunteer**
● Helped students with dyslexia to study
● Visited elderly home to help them clean houses

Dec 2009 – Jan 2010 **Guangzhou Sun Yat-sen University (SYSU) Exchange Program** **Participant**
● Resided in and attended lectures at SYSU covering China accounting, China Taxation and corporate governance practices in China
● Exchanged ideas with SYSU students on relevant international and Chinese accounting and taxation issues
● Visited Chinese companies and met the management personnel to get first-hand information

Jan 2009 – Jan 2010 **CityU Students' Union Publication Department** **Sub-committeeman**
● Published and designed School Calendar
● Reported on the current affairs of Students' Union and published other articles to promote students' sense of belonging
● Performed other administrative duties

AWARDS AND ACHIEVEMENTS

2011 **Hong Kong St. John Ambulance** – First Aid Certificate
2009 **CityU Student Development Services** – Certificate of Completion in Peer Helping & Counseling Skills
2008 **LCCI**- Level 3 (Distinction)

ADDITIONAL SKILLS

Qualification	Student member of Hong Kong Certified Public Accountants
IT Skills	Proficient PC knowledge in MS Word, Excel, Powerpoint and MYOB
Typing	English: 45 wpm, Chinese: 40 wpm
Languages	Fluent English, Mandarin and Cantonese
Availability	Immediate available
Current salary	\$16,500
Expected Salary	\$17,500 - \$20,000 (negotiable)