

Resume

BEN SHUM - CURRICULUM VITAE

PERSONAL PARTICULARS

Name: Shum Cheuk Pui, Ben (岑焯培)
Mobile Number: 9354 9820
E-mail: bencpshum@gmail.com
Address: Flat 3, 32/F, Kwai Yee House, Kwai Yin Court, Tai Wo Hau, New Territories
Computer Literacy: MS Excel, MS Word, MS Powerpoint, Peachtree, MYOB
Language Skills: Cantonese (Native), English (Fluent), Mandarin (Fluent)
Expected Salary: HK\$27,000 – HK\$29,000 (Negotiable)
Availability: Immediate

PROFESSIONAL QUALIFICATION

March 2017 - Present Associate
Hong Kong Institute of Chartered Secretaries (HKICS)

May 2008 - Present Certified Public Accountant
Member of Hong Kong Institute of Certified Public Accountants (HKICPA)

EDUCATION BACKGROUND

Sept 2014 - July 2016 The Hong Kong Polytechnic University
Master of Corporate Governance
With Credit Award

Sept 2001 - June 2004 City University of Hong Kong
Bachelor of Business Administration (Hons) Accountancy
Second Class Upper Honor

WORK EXPERIENCE AND JOB DUTIES

Mar 2015 – Feb 2017

Senior Accountant (HK\$28,000 per month x 13)

China Metro-Rural Exchange Limited

China Metro-Rural Holdings Limited (the "Company") (Ticker: CNR) is the ultimately holding company of China Metro-Rural Exchange Limited which was incorporated in the British Virgin Islands with its shares listed on the NYSE MKT. It has completed the merger for a going-private transaction in August 2016.

<http://www.chinametrorural.com/>

- Prepare daily payments and Telegraphic Transfer payments for daily operating expenses and maintain bookkeeping function of Hong Kong and BVI Companies
- Liaise with accounting team of subsidiaries in Mainland China and review monthly financial statements and reporting packages of PRC subsidiaries
- Manage and coordinate the taxation matters for Hong Kong Group Companies including preparing tax computation, filling in and filing of tax return for companies in Hong Kong
- Monitor monthly cash position and intercompany fund flows
- Handle outdoor work ranging from delivery of documents, submission of tax returns and processing Cheque and Telegraphic Transfer payment at the bank
- Prepare *Consolidated Financial Statements* of the Group with adjustments (Approximately 40 companies) in accordance with International Financial Reporting Standards
- Prepare Statutory Audited Financial Statements for companies in Hong Kong
- Prepare *Annual Financial Report (20-F)*, *Interim Results Announcement (6-K)* of the Group
- Liaise with auditors and resolve audit issues during the course of audit
- Liaise with internal auditor for the work on SOX 404 compliance during the course of audit
- Liaise with professional valuers in respect of the value of Financial Instruments and Land and Buildings during the course of audit
- Prepare Memorandum for Audit Committee Meetings and attend Audit Committee Meetings
- Report to Deputy CFO of the Group

Mar 2014 – Feb 2015

Senior Accountant (HK\$23,000 per month x 12)

NMG Management Services Limited

Financial Reporting Duties

- Prepare daily payments and maintain bookkeeping function of some of the subsidiaries of the Group
- Monitor daily cash position and set priority on expenses payment
- Manage and coordinate the taxation matters for Hong Kong Group Companies including preparing tax computation, filling in and filing of tax return for companies in Hong Kong
- Prepare Statutory Audited Financial Statements for Companies in Hong Kong
- Prepare Consolidated Financial Statements of the Group (Approximately 10 companies)
- Liaise with Auditors and bankers
- Supervise a team of 2 subordinates
- Report to Financial Controller and Director of the Group

Mar 2014 – Feb 2015	<u>Senior Accountant (HK\$23,000 per month x 12)</u> <u>NMG Management Services Limited</u> <u>Company Secretarial Duties</u> <ul style="list-style-type: none"> ● Handle Bank Account opening documents and sign on certified true copy of documents ● Handle company secretarial documents such as Annual Return(NAR1), Notice of appointment and resignation of directors(ND2A), Notice of Change of Company Name(NNC2), etc ● Preparation of Business Registration Application Form and monitor the renewal status of Business Registration Certificate for companies
Apr 2012 – Oct 2013	<u>Accountant (HK\$25,500 per month x 12)</u> <u>Fulbright Securities Limited</u> <ul style="list-style-type: none"> ● Prepare <i>Consolidated Financial Statements</i> of the Group ● Maintain full set of accounts for some of the subsidiaries of the Group ● Prepare Daily Bank Payments such as Cheques Payments and Telegraphic Transfer ● Prepare Daily Client Money Bank Accounts Reconciliation for Securities and Futures Brokerage Companies relating to Hong Kong and Global Equities, Stock Options and Futures ● Monitor daily cash and funding position and set priority on expenses payment and manage the Drawdown and Repayment of bank loans for settlement with CCASS ● Report to Financial Controller of the Finance Department
Jan 2011 – Mar 2012	<u>Senior Accountant 2 (HK\$31,000 per month x 13)</u> <u>Ernst and Young</u> <ul style="list-style-type: none"> ● Review Group Consolidation over 30 subsidiaries with Associates and Joint Arrangements for Listed Companies and Private Groups ● Review reporting packages for MNC Group Reporting ● Review Annual Financial Reports for Listed Companies and Private Groups ● Review Statutory Audited Accounts for Hong Kong Companies and carry out Tax Computations for Hong Kong Companies ● In Charge of Audit Engagement and Supervise a Team of 3 to 4 Subordinates ● Design and Conduct Risk Assessment Procedures ● Plan and Design Audit Strategies ● Carry out Financial Audit and Control System Audit ● Conduct Walkthrough for Internal Control Processes of clients ● Liaise with Tax teams for taxation matters for HK and PRC Companies ● Report to Audit Managers of the Firm
Jan 2006 – Apr 2009	<u>Senior Accountant 1 (HK\$22,500 per month x 12)</u> <u>Grant Thornton (Moores Rowland Mazars up to 31 May 2007)</u> <ul style="list-style-type: none"> ● Review Statutory Audited Accounts for Hong Kong Companies and carry out Tax Computations for Hong Kong Companies ● Carry out Financial Audit and Control System Audit ● Conduct Walkthrough for Internal Control Processes of clients ● Field in Charge of Audit Engagement and supervise a team of 1 to 2 subordinates ● Assist in Performing Audit Work in the Audit of Listed Companies ● Report to Audit Managers and Audit Supervisors of the Firm

Sept 2004 – Dec 2005

Trainee Accountant (HK\$8,700 per month x 12)

Wong Brothers and Company Certified Public Accountants, Hong Kong

- Prepare *Statutory Audited Accounts*, Carry Out Tax Computations for Hong Kong Companies
- Handle Small Audit Engagements of for Hong Kong Companies Independently
- Assist Audit Seniors in Conducting Tests of Control, Preparing Audit Working Papers and Performing Audit Works under Direct Supervision in Audit Assignments of larger companies
- Report to Audit Managers and Audit Seniors of the Firm