**Cheng Wing Sum, Winsome**

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**Education**

**Lancaster University, United Kingdom (Year of 2014)**

**BSc(Hons) Accounting and Finance**

Third-year (Second Class Honours – Division One)

*(Modules: Accounting Information Systems and Auditing, Principles of Financial Accounting, Management Accounting for Business Decisions, Principles of Finance, Introductory Marketing, Statistical Methods for Business, Techniques for Management Decision Making, Quality and Risk Management)*

Second-year

*(Modules: Financial Accounting I, Financial Accounting II, Corporate Finance, Advanced Management Accounting, Taxation, Financial Statement Analysis, Business Modelling and Simulation, E-Business Management)*

**EF Academy, Oxford (2010-2011)**

**University Foundation Year**

**Professional Experience and Skills**

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| Apr 2017 to Present | **Associate, Fund Accounting (Promotion in place), BOCI-Prudential Trustee Limited**  On top of Fund Accounting Assistant’s duties, I am:-  -Currently working on MPF DIS products  -Supervising and coaching junior colleagues |
| Jan 2016 to Mar 2017 | **Senior Fund Accounting Assistant (Full-time), BOCI-Prudential Trustee Limited**  -Able to check / prepare Net Asset Value packages  -Liaise with external parties e.g. brokers, custodians, auditors and other services providers for handling various operational task  -Monitor Cash activities and funds operational activities -Perform bank reconciliation  -Prepare cash flow for MPF scheme  -Participate in system development, testing and implementation of relevant investment product launch |

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| Nov 2014 to Dec 2015 | **Fund Accounting Assistant (Full-time), BOCI-Prudential Trustee Limited** -Prepare daily and monthly valuation reports, financial statements and regulatory reports for various types of products, such as: RQFII, QDII, MPF, Cayman fund and etc.  **-**Book-keeping for portfolio activities  -Coordinated with clients and auditors enquires  -Prepare payment instructions and debit notes  -Prepare month end reports (e.g. expenses schedule) |
| May to Jun 2010 | **Teacher Assistant (Full-time), Caritas Chong Yuet Ming Secondary School** |
| -Help to prepare teaching materials  -This experience helped me learn to work independently and efficiently.  As my supervisor was usually unavailable and there was time limit, I tried to think and do my duties in a more flexible way to meet the deadline. |
| May 2008 to Jun 2009 | **Customer Service Representative (Part-time), Hong Kong Food Service Limited** |
| -Handling telephone enquiries from customers and data entry  -Through this job, I acquired the business-to-customer communication skills, I am capable to interact with customers in a good manner and react readily to their requests. |

**Extra-curricular activities**

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| 2011 - 2013 | Cultural Society Member |
| 2009 | Committee of Student Union in high school |
| 2009 | Programme Manager of Lunar New Year Booth (Achieved 176% margin) |

**Additional Skills**

Languages: Fluent in Cantonese, Mandarin Chinese and English (IELTS 2011 overall grade 7.5)

Computing: Microsoft Word, PowerPoint and Excel;

Accounting Systems: FAMEX, MPF-Pro, UT-Pro

**Date Available:** One month notice