**Resume**

**Personal Particulars**

Name: Tang Shuk Yee, Suki (鄧淑儀)

Date of Birth: 21st July, 1990

Contact Number: 9036 9626

E-mail: suki\_0721@hot[mail.com](mailto:cckkaren@gmail.com)

**Education and Professional Qualification**

|  |  |  |
| --- | --- | --- |
| Qualification | Awarding Organization | Date Award |
| [Bachelor of Commerce](http://www.deakin.edu.au/future-students/courses/course.php?course=M307&stutype=local&keywords=Bachelor+of+Commerce)  Major in Accounting, Management & Human Resource Management | Deakin University (Australia) | 2013 |
| Diploma of Commerce | Melbourne Institute of Business and Technology | 2011 |
| HKCEE | Queen Elizabeth School | 2009 |

**Certificate Award**

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| Certificate Name | Awarding Organization | Date Award |
| Highest Achiever Award | Melbourne Institute of Business and Technology | 2010 |

**Extracurricular Activities**

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| --- | --- |
| Duration |  |
| 09/2012 - 09/2013 | Committee Member of DUSA  Deakin University |
| 09/2008 – 07/2009 | Committee Member of Form Association 2009 Queen Elizabeth School; |
| 09/2006 - 07/2007 | Committee Member of East House  Queen Elizabeth School; |
| 09/2004 – 07/2005 | Member of Basketball Team  Queen Elizabeth School |

**Working Experiences**

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| Feb 2014 to  Jun 2017 | **Bank Consortium Trust Company Limited** | **Fund Accounting and Valuation –**  **Senior Associate** |
| Duties:   * Preparing fund valuation, reconciliation and ensure fees and expenses are properly accrued for MPF and ORSO schemes * Ensuring MPF and ORSO schemes are operated in accordance with statutory requirement by preforming compliance checklist * Performing monitoring of investment restriction for funds * Preparing monthly and year ended financial statements and regulatory reports for MPF and ORSO schemes | | |
| Jan 2011 to Oct 2013 | **Hong Kong Best Food** | **Waitress (Part-time)** |
| Duties:   * Respond to customers * Provide Counter Transactions * Provide service to customers * Preparing daily shop stock and allocate daily job | | |

|  |  |  |
| --- | --- | --- |
| Dec 2011 to Jan 2012 | **Serafino's Coffee Lounge, Victoria, Australia** | **Sale Assistant (Part-time)** |
| Duties:   * Respond to customers * Provide Counter Transactions * Provide service to customers and assisting in daily sales * Dealing and explain products to customer | | |

**Summary of Skills**

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| Language: |  |  |  |
|  | Fluent | Good | Fair |
| **Cantonese** | tick |  |  |
| **English** | tick |  |  |
| **Mandarin** | tick |  |  |
| **Computer skills:** | MS Excel, MS Word, PowerPoint, Typing of Chinese and English | | |

**Career & Salary History**

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| Current Salary | -$15,900  - 13 months salary and bonus |
| Expected Salary | $23,000 (Negotiable) |

**Availability**

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| Immediate |