**Work Experience**

**Fund Accountant** Dec 2015 – Oct 2016

FundBPO (HK) Limited

* Assist in new funds set up
* Perform system conversion
* Ensure the accounting treatments of investment products are properly booked
* Prepare and review NAV reports for hedge funds on monthly and quarterly basis.
* Perform transfer agency operations: subscription, redemption, switching and due diligence on investors
* Handle year ended audit for investment funds
* Coordinate between fund managers, investors, internal and external parties for solving issues
* Help on training the new joiners

**Fund Accountant** Dec 2014 – Dec 2015

Intertrust Fund Services HK Limited

* Handle daily portfolio and account reconciliation
* Prepare valuation reports for hedge fund
* Process subscription, redemption and stock transfers
* Perform AML for investors
* Handle year ended audit for investment funds
* Coordinate between fund managers, investors, internal and external parties for solving issues

**Assistant Accountant** Feb 2014 – Nov 2014

Wellchamp Capital Limited

* Prepare equity and futures internal strategy transfer and equity SWAP transaction report
* Prepare equity cash transfer report
* Prepare spot foreign currencies transaction report
* Prepare equity strategy conversion report
* Assist in companies' company secretarial issues
* Assist in manager to answer inquiries raised by external auditors
* Prepare accountancy report, e.g. general ledger and reconciliation report, by accounting software (Peachtree)
* Prepare management accounts and ratio analysis
* Prepare consolidated financial statement
* Manage and arrange companies' cash resource
* Monitor Companies' monthly lease and banking facilities status
* Handle companies' tax inquiries raised by Inland Revenue Department
* Answer traders’ enquiries about Australian and PRC tax issues

**Audit Trainee** May 2013 - Feb 2014

Chan and Kwok CPA Limited

* Audited group accounts and generated consolidated financial statement
* Performed full audit and produced auditor report
* Replied tax inquiries raised by Inland Revenue Department
* Communicated with clients to facilitate audit engagement progress

**Work Experience (CONTINUED)**

**Executive Assistant**  Jun 2012 - May 2013

Allied Power Corporate Advisory Limited

* Prepared accountancy report, e.g. aging reports, by accounting software (MYOB)
* Prepared management discussion and analysis, month-end, quarter-end and year-end report and various reports requested to investors
* Produced financial forecast, project proposal and marketing promotion materials
* Assisted in director to perform tax planning for the PRC investment project
* Replied tax inquiry raised by Inland Revenue Department
* Co-operated and provided technical helps to PRC colleagues

**Audit Trainee** Mar 2011 - May 2012

Cheng & Cheng Limited

* Performed book-keeping duty by Excel
* Performed full audit and produced auditor report
* Conducted accountancy report of unlimited companies
* Assisted in supervisor/manager performing group audit
* Replied tax issues raised by Inland Revenue Department

**Education Background**

**Edinburgh Napier University**  Sep 2009 - Jan 2011

Bachelor of Art (Honours) in Accounting

**City University of Hong Kong** Sep 2007 - Jun 2009

Associate of Business Administration (Accountancy)

**Professional Qualification**

HKICPA QP Exam Module A - Passed Dec 2015

HKICPA QP Exam Module B - Passed Jun 2016

HKICPA QP Exam Module C - Passed Jun 2012

HKICPA QP Exam Module D - Passed Dec 2011

**Computer Skills:**

Microsoft Office Word, Excel and PowerPoint

Accounting Software MYOB, Peachtree

Fund Administration System PAXUS

Present Salary HK$20,000

Availability: After 7 Dec 2016