**CAREER HISTORY**

**HSBC** Hong Kong

*Fund Accountant (Contract term) – Fund Admin Service Delivery, HSS* Feb 2016 - Present

* Responsible for checking and delivery of NAV calculations and Reports of the assigned funds and custody accounts to clients in accurate and timely manner.
* Maintain accurate accounting records, review breaks and solve the breaks with upstream departments.
* Respond to clients and inter department queries.
* Perform investment compliance checking of funds.
* Prepare requested information for audit, liaise with auditors and answer their queries.

**The Hong Kong Mortgage Corporation Limited** Hong Kong

*Winter Intern – Operations 2* Jan 2015 – Feb 2015

* Assist in the loan servicing team of the Operations 2 Department, mainly supporting the “Servicing Transfer” project.
* Responsible for reviewing and managing documentations and new customer information for loan administration and servicing purposes.

**EDUCATION BACKGROUND**

*Tertiary Education*

**Monash University, Australia** Melbourne, Australia

Bachelor of Commerce (Accounting & Finance) Feb 2014 – Dec 2015

Weight Average Marks (WAM): 68/100

Cumulative Grade Point Average (GPA): 2.3/4

**Monash College, Australia** Melbourne, Australia

Diploma of Business (Commerce) Feb 2013 – Jan 2014

Weight Average Marks (WAM): 74/100

Cumulative Grade Point Average (GPA): 2.9/4

*Secondary Education*

**St. Paul’s College, Hong Kong** Hong Kong

2006-2012

**COMPUTER PROFICIENCY**

Good command of Microsoft Office (Word, PowerPoint and Excel, including all data analysis tools).

Basic command of Bloomberg Terminal and Thomson Reuters Eikon.

Junior level in Visual Basic Applications for Excel.

**LANGUAGE PROFICIENCY**

English: Fluent written and spoken English

Chinese: Native (both Cantonese and Mandarin)