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| |  | | --- | | **Tsoi Mei Tsz (Marjory)**  **蔡**𤧞芷 | | **Citizenship: Hong Kong ▪ Date of birth: 19 June 1985** | | | |  | | --- | | **Contact** | | **Tel : 95778264/25710692**  **e-mail :**  [**marjory1646@hotmail.com**](mailto:marjory1646@hotmail.com) | | | |
| |  | | --- | | **Address** | | Flat G, 7/F Nam Fung Court, 1 Fook Yum Road, Harbour Heights  1 Fook Yum Road, North Point, Hong Kong | | | | |
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| |  | | --- | | **Profile** | | |  |  | | --- | --- | | **Objective** | I’m looking for new opportunity in accounting, banking and finance sectors. I have previous experience in corporate accounting | |  |  | | --- | | **Key Skills** | | Familiar with Microsoft Office, including:  **SAP, Microsoft Word, Microsoft Excel, Microsoft Powerpoint,** | | | | |
| |  | | --- | | **Education** | | **2014 – Present CPA Australia Program (Associate member)**  Completed: Ethics & Governance   |  |  | | --- | --- | | **2006 to 2010** | **Bachelor of Commerce (Accounting)** | | **2006 to 2010** | Monash University, Clayton, Melbourne, Australia  **Bachelor of Economics**  Monash University, Clayton, Melbourne, Australia | | **2003 to 2005**  **1998 to 2002** | **Year 10 to Year 12 (VCE)**  Methodist Ladies’ College, Melbourne, Australia  Completed: Math Methods, Math Specialists, Chinese, ESL, Accounting  **Form 1 to Form 4**  True Light Middle School of Hong Kong, Causeway Bay. Hong Kong | | | | | |
| |  | | --- | | **Work Experience** | | **Asia Capital Reinsurance Group Pte Ltd Permanent**  **Assistant, Finance Oct, 2012 to Present**   * Perform daily bank reconciliation and month-end reconciliation for bank, account payables and account receivables. * Prepare yearly financial analysis for regulator * Handle inter-group transactions and reconciliation of inter-group accounts. * Prepare payment vouchers and journal vouchers for operating expenses * Prepare payment vouchers for claims payments * Responsible for daily accounting duties such as issue cheques, mail cheques and data input into SAP system. * Support operation and handle audit enquires * Provide support on accounting matters and ad-hoc duties as assigned   **ICBC (International), Hong Kong Permanent**  **Assistant Officer, Operations Control Department June, 2011 to September 2012**   * Assist to review and consolidate the operational risk loss data from various departments, perform risk assessment and review the reasonableness by checking supporting documents, to review and consolidate the operational risk loss data from various business departments, perform risk assessment and review the reasonableness by checking to supporting documents. * Assist to perform control testing over day-to-day business process and operations (include identification, assessment, implementation and supervision) and participate in the statistical analysis. * Assist to follow up reported incidents, operational errors reporting. * Participate in the company-wide control self-assessment to analyze the collected data and interview script. * Provide general office support and other tasks as and when assigned by supervisor and/or Department Head. * Attend and take all relevant compliance and risk raining, fulfill all compliance responsibilities as awareness in the department, comply with regulatory requirements and internal guidelines, and contribute to the reporting of all incidents.   **The Face Shop, Melbourne, Australia Part-time job**  **Retail Sales Assistant December, 2009 to September, 2010**   * Make out sales check * Bag or package purchases * Prepare cash throw reports * Assist customers  |  |  | | --- | --- | | **Wisehill Industries Limited, Hong Kong** | **Full-time job** | | **Accountant Assistant** | **December, 2007 to January, 2008** | | * Preparations of journal entries, petty cash entries * Preparations of financial reports | | | **Yulan International Co., Ltd, Hong Kong** | **Full-time job** | | **Contract Accountant Assistant** | **November, 2007 to December, 2007** | | * Preparing full set of accounts * Prepare monthly financial reports * Analysis and handling monthly rental income * Assisting ad-hoc duties | | | **Giordano, Hong Kong Part-time job**  **Retail Sales Assistant November, 2005 to January, 2006**   * Make out sales check * Bag or package purchases * Receive cash and change payments * Assist customers | | | | | | |
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| |  | | --- | | **Languages** | | |  |  |  | | --- | --- | --- | | **Cantonese** (Native) | **Mandarin**(Fluent) | **Hokkien**(Basic) **English** | |  |  | | --- | | **References** | | **Frank Fan (Supervisor, Asia Capital Reinsurance Group Pte Ltd Contact: 9613 3681**  **Kathy Lai (Supervisor, ICBCI) Contact: 6238 0068**  **Franklin Lee (Supervisor, ICBCI) Contact: 9837 3484** | | | | |
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| **Volunteer Work** | |
| |  |  | | --- | --- | | **Taiwanese Students Association - Auditor** |  | | **July, 2007 to July 2008** | | |

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| **Other Personal Information** |
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