RESUME

Personal Details

Name  **Chan, Tan Tung (陳丹彤)**

Gender **Female**

Year of Birth  **1989**

Phone **5223 2432**

E-mail [**chantantung@gmail.com**](mailto:chantantung@gmail.com)

Education

**09/2008-06/2012 Bachelor Degree in International Trade of Guangdong University of Technology**

**Remark: Qualification assessed by HKCAAVQ as a local Bachelor (Hon) Degree**

Working Experience

**05/2014-05/2017   Fohang Wonstar Shipping (HK) Co., Ltd (Hong Kong Office)**

* **Accounting Clerk (AP and billing)**

**·****Assisted in improving billing procedures and systems**

**·Verified accuracy of billing data; Ensured invoice error free****·Handled daily account payable and petty cash management**

**·Followed up ad hoc tasks assigned by general manager**

**07/2012-04/2014 Fohang Wonstar Shipping (HK) Co., Ltd (Mainland Head Office)**

* **Freight Forwarding Clerk**

**·Handled full sets of exporting ocean bill of ladings  
·Contacted with agents abroad, assisting clients in picking up cargo**

Others

**Native Speaker of Cantonese and Mandarin**

**Fluent in English (IELTS: Band 7)**

**Proficiency in MS Office**