**Lam Yat, Kelvin ~ Resume**

**Home Address:** Room 1213, Yee Wai House, Tsing Yi Estate, N.T.

**Date of Birth:** 21st October 1983

**Gender** Male

**Mobile:** 9142 4913

**E-Mail:** housyat@yahoo.com.hk

**Objective**

To obtain an accounting analysis/reporting position within a growth-oriented and progressive company

**Competencies**

* Excellent time management skill and ability to handle multiple tasks simultaneously
* Strong analytical and problem-solving skill
* Can-do attitude

**Professional Qualification**

07/2017 Candidate of Level 3, CFA Program, CFA Institute

**05/2015 Certified Public Accountant (CPA)**

**Hong Kong Institute of Certified Public Accountants (HKICPA)**

01/2015 Passed Part I of Financial Risk Manager (FRM),

Global Association of Risk Professionals (GARP)

**Related Experience**

09/2015 – 09/2017 Financial Accountant *Intertrust Hong Kong Limited*

* Keep monitoring the KPI from time to time and alert management if the performance out of track
* Perform regular financial analysis reports and upload the figures to SAP
* Perform annually budgeting and quarterly forecasting
* Monitor invoicing process and coordinate recurring billing process
* Ensure data integrity and participate in development projects for various systems
* Work closely with various teams in the business to collect and analyze reporting requirements
* Perform user acceptance test in ViewPoint (VP) system & Conduct end-user training
* Treasurer of Corporate Social Responsibility (CSR) Committee

**Achievement:** Perform management accounting & financial analysis duties

07/2015 – 09/2015 Assistant Accounting Officer *Evangel Hospital*

12/2012 – 06/2015 Accounting Assistant

* In charge of handling full set of account for an associate, including tax computation & treasury management plus month-end closing for six clinics
* Developing KPI to evaluate the success of hospital / project
* Follow up several projects e.g. Loving Simile Service, which cooperates with the Government, submit periodic progress and auditor report, preform pre- and post-project profitability analysis.
* Setup policy for department operation e.g. unpresented cheque & bad debt policy
* Perform cost analysis and price setting of outpatient services and surgery package price e.g. “Cleft Lip & Palate Treatment”.
* Perform yearly hospital P&L & Cash Flow budget & monthly forecast
* Perform quarterly internal audit including work-flow analysis and improvement suggestions

**Achievement: Gain appreciation of the quality in the internal audit report from the Board of Director formed by doctor, lawyer and accountant**

11/2011 – 09/2012 Assistant Accountant *HKR International Ltd.*

* Responsible for monthly consolidated financial statement of foreign subsidiaries in kitchenware division and financial reporting of HK subsidiaries in health care division

**Achievement: Take part and obtain practical knowledge to handle a consolidated financial statement**

04/2011 – 11/2011 Accountant (Contract) *Wealth Blooming (HK) Ltd*.

* Responsible for monthly financial reporting, cash flow management, payroll and MPF
* Liaise with auditor for audit and tax issues
* Provide training and supervise staff to meet tight deadline
* Design and implement internal control procedure and workflow to make the operation smoothly

**Achievement: Acquire the experience to be a capable team leader**

02/2007 – 10/2010 Accounting Assistant *DHL Supply Chain (HK) Ltd.*

* Take over the Account Payable duties of the whole company, including bank reconciliation
* Responsible for handling full set of account for technology and spare part logistic sector, including well-known customer’s profitability analysis for HP and IBM
* Assist in financial and management reporting, e.g. budget variance report
* Maintain fixed assets register and perform stock take
* Liaise with regional office in Singapore for inter-company reconciliation
* Liaise with auditor during interim and year-end audits

**Achievement: Obtain the trust from the Accounting manager who gave me the opportunity to learn how to do a full set of account and participate in ah-hoc mission**

**Education**

09/2011 – 03/2013 Master of Business Administration

University of South Australia

09/2010 – 08/2011 BA (Hons) Global Business Management

University of Central Lancashire

09/2003 – 07/2006 Higher Diploma in Accountancy & Information Systems

Hong Kong Institute of Vocational Education (HKIVE)

**Technical Summary**

Language Proficient in written and spoken Chinese;

Good in written and spoken English

Software MS: Excel, Access, Word, PowerPoint and Outlook

Accounting: Axapta, Flex, Oracle and Viewpoint

Typing Speed 45wpm (Chinese) and 55wpm (English)

Page 1 of 1

**Expected Salary and Available Date**

Current Salary HK$24.5K per month+ 1.5 Months Performance Bonus

Expected Salary HK$28.5-29K + Performance Bonus

Available Date Immediately Available

**Referees**

Name: Mr. Denis Ku, Accounting Manager

Organization: Evangel Hospital

Contact: 2370 2669

Name: Ms. Esther Lai, Accounting Supervisor

Organization: DHL Supply Chain (HK) Ltd.

Contact: 3507 5081