**Pang Hau Yee, Kimmy**

Tel: (852) 9501-3401 [panghauyee@gmail.com](mailto:panghauyee@gmail.com)

|  |
| --- |
| **EDUCATION** |

**The Open University of Hong Kong -** Major in Accounting *2010– 2014*

**Buddhist Chi Hong Chi Lam Memorial College -** F.7 Graduated *2004– 2007*

|  |
| --- |
| **PROFESSIONAL QUALIFICATION** |

**LCCI (High Level) Pass with Distinction** *2007*

|  |
| --- |
| **WORK EXPERIENCE** |

**Kim Eng Securities (Hong Kong) Limited – Officer, Finance** *July 2015 – Present*

* Prepared monthly AE Commission Report and Incentive Scheme Report
* Handled the month end closing and management report schedule
* Prepared the Daily Liquid Capital Report to credit control department and management
* Handled daily funding arrangement with banks
* Prepared cheque, chats or T/T payment for client withdrawal

**Guodu Securities (Hong Kong) Limited – Assistant** **Accountant** *April 2013 – July 2015*

* Handled Securities and Futures segregated client cash reconciliation, daily bank reports
* Monitored the bank balance ensuring that the amount is enough for daily settlement
* Prepared cheque, chats or T/T payment for client withdrawal
* Prepared Financial Statement, monthly FRR report
* Handled the month end closing, maintained Fixed Assets record
* Handled cheque payment for daily operating expenses

**Emperor Financial Services Group Limited – Accounts Clerk**  *November 2010 – February 2013*

* Managed Daily bank reports and Equity reports for 18 branches
* Prepared cheque or T/T payment for margin out issue per client’s request
* Issued Debit Note, cheque payment for daily operating expenses and allocated cost
* Prepared payment, receipt, journal vouchers
* Handled Bank Reconciliation, Day-end and Month-end report
* Handled petty cash and reimbursement

**Martin Ng Co. C.P.A – Accounts Clerk** *September 2009 – November 2010*

* Book keeping for clients
* Prepared Financial Statements and AP/ AR accounts reports
* Travel to China for client’s inventory checking
* Industry included: **Manufacturing, Trading, Property, Freight and Shipping, Packaging, Clinic, Bakery**, etc.

|  |
| --- |
| **SKILLS** |

**Accounting Software** Flex Accounting System, DacEasy, SAP

**Computer** Proficient in Microsoft Excel, Word, PowerPoint, Outlook, Chinese and English processing

**Language** Cantonese, Mandarin and English

|  |
| --- |
| **DATE AVAILABLE** |

1 month notice

|  |
| --- |
| **EXPECTED SALARY** |

$24,000 - $26,000