Luk Ka Ying Katie

**PERSONAL INFORMATION**  
9660-8256  
kyluk\_katie@yahoo.com.hk

**WORK EXPERIENCE**

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| Mar 2011 – Now | *Finance Senior Officer, Prudential Hong Kong Limited* |
| Responsibilities: | * Assist in monthly expense variance analysis and KPIs review * Conduct the annual expense allocation study to ensure the expense variance is align with company goal * Add-hoc analysis to support management decision * Assist daily payment and control to ensure the process align with Internal policy and audit requirement * Assist in payment system implementation and enhancement * Assist in preparing annual budget analysis * Maintain fixed assets records and bank reconciliation * Communicate across department to sort out problems |
| Achievements: | * A new payment system implementation to process Purchase Request, Budget Control, Payment Process * Complete the annual expense study enhancement to facilitate the control of expense |

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| Jul 2007 – Mar 2011 | | *Accounts assistant, Blue Care Medical Services Limited* |
| Responsibilities: | | * Contact with the customers and suppliers * Prepare costing schedule * Handle accounts receivable and payment settlement * Assist in month-end closing |
| Achievements: | | * Proper control on cost monitoring in daily operation |
| **EDUCATION** |
| 2007 – 2010 | Edinburgh Napier University BA (Hons) degrees in Accounting | |
| 2006 – 2007 | Hong Kong Institute of Vocational Education Higher Diploma in Accountancy | |
| 2004 – 2006 | Hong Kong Institute of Vocational Education Diploma in Accountancy | |
| 1999 – 2004 | HKTA The Yuen Yuen Institute No.2 Secondary School HKCEE: Mathematics (C), Additional Mathematices (D), Chinese Language (E), English Language (E) | |

**COMPUTER SKILLS**MS Word, Excel (including vlookup, pivot table, etc.), Powerpoint, MYOB, SUN accounting system, Oracle.

**LANGUAGES**Fluent in English, Cantonese and Mandarin

**CURRENT SALARY**HK$29,754

**EXPECTED SALARY**HK$30,000 – $32,000

**AVAILABILITY**One month’s notice is required