**Personal Particulars**

Name: Yu Wing Kwan, Jean (余詠君)

Gender: Female

Date of Birth: 16th August 1987

Mobile No.: 95534300

E-mail: [kwanfish816@hotmail.com](mailto:kwanfish816@hotmail.com)

**Education:**

|  |  |  |
| --- | --- | --- |
| **Date (MM/YYYY)**  **From To** | **Name of School** | **Level** |
| 09/2008 06/2010 | The Open University of Hong Kong | The degree of Bachelor of Business Administration with Honours in Accounting (Second class honours, upper division) |
| 09/2006 06/2008 | Hong Kong Institutes of Vocation Education (Chai Wan) | Higher Diploma in Accountancy (Credit) |
| 09/1999 06/2006 | Buddhist Tai Hung College | Secondary 1 - 7 |

**Qualification:**

LCCI International Qualifications

Level 3 Certificate in Accounting – Pass with Credit

**Employment History:**

01/11/2016 – Present **Assistant Accountant Asiapay (HK) Limited**

． Prepare monthly management reports to Senior Accountant

． Manage HK/MY/ID accounts team

． Ensure all entries posting for month end reports

． Review payment (cheque, ACH) before Senior Accountant approves

． Provide professional knowledge for company development/new projects

． Maintain adequate cash flow for settlement and bank accounts

． Training & skill sharing to new account staff (HK & overseas)

． Liaise with auditors for annual audit

． Review HK/MY/ID companies audit reports

． Handle the purchase & sale of motor vehicle and yacht

． Handle enquiries from banks/key merchants/co-workers

． Other tasks assigned by Senior Accountant/Directors

01/04/2016 – 31/10/2016 **Senior Accounting Officer Asiapay (HK) Limited**

． Review accounts payable and accounts receivable entries done by junior staff

． Handle inter-company transaction

． Manage HK/MY/ID accounts team

． Ensure all entries posting for month end reports

． Review payment (cheque, ACH) before Senior Accountant approves

． Issue invoices

． Provide professional knowledge for company development/new projects

． Assist and support account staff of oversea offices (mainly four countries)

． Maintain adequate cash flow for settlement and bank accounts

． Training & skill sharing to new account staff (HK & overseas)

． Liaise with auditors for annual audit

． Review HK/MY/ID companies audit reports

． Handle enquiries from banks/key merchants/co-workers

． Other tasks assigned by Senior Accountant/Directors

01/12/2011 – 31/03/2016 **Assistant Accounting Officer Asiapay (HK) Limited**

． Handle accounts payable, accounts receivable and inter-company transaction

． Review accounts payable entries done by junior staff

． Ensure all entries posting for month end reports

． Manage accounts hotline and email enquiries

． Review payment (cheque, ACH) before Senior Accountant approves

． Issue invoices

． Provide professional knowledge for company development/new projects

． Assist and support account staff of oversea offices (mainly four countries)

． Maintain adequate cash flow for settlement and bank accounts

． Training & skill sharing to new account staff (HK and overseas)

． Liaise with auditors for annual audit

． Handle enquiries from merchants and HK /oversea co-workers

． Other tasks assigned by Senior Accountant

12/07/2010 – 30/11/2011 **Accounts Clerk Asiapay (HK) Limited**

． Handle accounts payable

． Issue invoices

． Manage accounts hotline and email enquiries

． Assist the supervisors for annual audit

． Other tasks assigned by Senior Accountant

**Languages:**

Cantonese, English, Mandarin

**Computing:**

MS Word, MS PowerPoint, MS Excel, Chinese Word Processing, English Word Processing

**Accounting Software:**

MYOB, Sage Accpac

**Availability:**

One month notice

**Current Salary:**

HK$26,000