Tse Chau Wan, Wendy

**PERSONAL DATA:**

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Address: Diamond Hill, Kowloon, HK

**PROFESSIONAL QUALITICATION:**

2010 CPA Full Member of The Australian Society of Certified Practicing Accountants

**PROFESSIONAL EXPERIENCE:**

**Mar 2016 – Present ICI HK Ltd (Imagine Communications)**

Business Nature:

Imagine Communications(US Based MNC) empowers the media and entertainment industry through transformative innovation. The company provides total solution (Hardware and software) to support mission-critical operations of Broadcasters, networks, video service providers. It is the market leader in Broadcasting.

Company Industry: Trading

Position: Accountant (International Financial Team)

Job Duty:

* Monitor daily incoming receipt for EMEA regions and clear AR settlement in Oracle R12 system
* Prepare bank account reconciliations for the EMEA Entities (UK, France, Austria, Spain, Dubai, Netherland & Hungary) & APAC Entities (Australia, Singapore, HK, Japan & India)
* Prepare daily and ad hoc reports on bank transactions
* Performing the month end closing and balance sheet reconciliations
* Handle dealer commission
* Review and advice adjustment for Global AP Share Service Centre in US
* Facilitate External and Internal Audits
* Support ad hoc duties as required (include user acceptance testing)
* Accounting System – Oracle

**LEAVING REASON**: Looking for a job with more responsibilities

**Mar 2013 – Sep 2015 Instinet Pacific Ltd (Nomura Group)**

Business Nature:

Instinet acts as a global agency broker, helping institutions to improve investment performance through electronic trading tools, sales and portfolio trading, commission management services and access to independent research.

Company Industry: Financial Institute

Position: Accountant

Job Duty:

* Performing the month end closing and balance sheet reconciliations
* Handling inter-co transactions, reconciliation and consolidate group package
* Prepare bank reconciliation, balance sheet account reconciliation, daily trade reconciliation & weekly cash forecast
* Prepare and process electronic transfers (multi-currency) and payments (include staff reimbursement)
* Handle all matters related to Accounts Payable (include soft dollars payments, petty cash reimbursement, check invoice authorization limits, verify invoices and accounts payable reconciliation)
* Handling Revenue Collection (Broker Neutral) and clear AR settlement in Oracle system
* Prepare and monitor daily liquid capital per SFC requirement
* Prepare management report (monthly FRR) and submit to SFC
* Facilitate External and Internal Audits
* Accounting System – Oracle

**LEAVING REASON**: Change job nature to Foreign exchange dealer

**July 2005 – Sep 2012**

**Apr 2010 – Sept 2012 Trident Microsystems (Hong Kong) Limited, acquired from Philips**

Business Nature:

A leading company in the digital home entertainment market, delivering innovative semiconductor solutions for digital televisions and set-top boxes.

Company Industry: Trading

Position: Accountant

Job Duty:

* Handle month-end closing, accounts reconciliation & bank reconciliation
* Review AR aging report daily and follow-up with the customer on past due invoices to urge for payment
* Communicate with customers, salesperson & CSRS to resolve for any AR related discrepancies and issue credit/debit note to customers
* Monitor the incoming receipt and clear AR settlement in SAP system
* Prepare weekly AR aging report and explain plan of action for resolving all overdue
* Prepare weekly cash collection forecast reports, identifies and evaluates variances
* Analyze A/R aging on customer a/c to identify potential uncollectible balances for bad debt provision & write-off
* Regularly evaluated customer financial data and payment history to evaluate credit exposure
* Negotiate and determine payment schedule with customer
* Request early payment schedule from customer if available credit limit cannot cover coming shipment
* Ensure timely and accurate shipments release
* Verify POS and inventory record
* Strong experience in data migration & user acceptance
* Support External and Internal Audits
* Accounting system - SAP

**LEAVING REASON:** Closure of Business

**July 2005 – Mar 2010 NXP Semiconductors Hong Kong Ltd, founded by Philips**

Business Nature:

The NXP Group is one of the world’s largest semiconductor companies. With total sales of USD 5.4 billion in 2008, it ranks among the world’s top semiconductor providers.

Company Industry: Manufacturing &Trading

Position: Assistant Accountant

Job Duty:

* Perform month-end closing, account reconciliations & bank reconciliation
* Handle inter-companies transaction & reconciliation
* Review AR aging report daily and follow-up with the customer on past due invoices to urge for payment
* Communicate with customers, salesperson & CSRS to resolve for any AR related discrepancies and issue credit/debit note to customer
* Monitor the incoming receipt and clear AR settlement in SAP system
* Send statement to customer after month-end and once payment is received
* Prepare weekly AR aging report and explain of action for resolving all overdue
* Regularly evaluated customer financial data and payment history to identify credit exposure
* Work out early payment schedule and provide coming shipments information to customer to alert credit hold.
* Ensure timely and accurate shipments release
* Review sales rebate calculation
* Perform sales revenue recognition
* Prepare LC document submit to bank for collection
* Coordinate and conduct resale audit on rebate for distributors
* Prepare & process payment (include staff reimbursement)
* Match A/P invoices with P.O
* Handle on-line banking
* Maintain vendor master data
* Facilitate External and Internal Audits
* Monitor and verify operations of Share Service Center (India)
* Accounting system – SAP

**LEAVING REASON:** Acquired by Trident Microsystems (HK) Limited and internal transfer to Trident

**June 2000 – April 2002 University of Sydney, Australia**

Business Nature:

University of Sydney, is ranked among the world’s top 61 universities (UK Times Higher Education Supplement, 2017), with its humanities teaching and research ranked in the top 20.

Company Industry: Education

Position: Accounting Officer

Job Duty:

* Respond to a range of financial enquiries from Departments and Schools
* Provide advice and assistance to Departments related to coding structure
* Prepare monthly reports to Departments
* Prepare financial statements for granting bodies, foundations and other units
* Prepare batching and input of general ledger journal entries
* Loading of approved budget changes and budget for new accounts
* Ensure integrity of financial data by reviewing and reconciling GL
* Analyse and review income and expenditure in consulting accounts
* Maintenance and monitoring of Expense of Office Allowances
* Accounting system – Peoplesoft

**LEAVING REASON:** Family move back to HK

**July 1996 – February 2000 The Sumitomo Trust Finance (H.K.) Limited**

Business Nature: One of the biggest banks in Japan

Company Industry: Trust & Investment Bank

Position: Personnel & General Affairs Supervisor

Job Duty:

* Generate budgets and forecasts in semiannually basis
* Present and explain budget and forecasts to the management team
* Provide timely explanations & analysis of variances between actual results and forecasts/budgets
* Manage and control all Administrative Expenses and Budget matters
* Reviewing & implementing the operation procedures such as pretty cash & office equipment purchasing
* Design, development and delivery of training for staff
* Provide general office administration works (organizing staff functions, book meeting rooms, manage office supplies stock and place orders, coordinating building and maintenance issues for general repair)

**LEAVING REASON:** Organizational restructure

**August 1993- March 1996 Vigor International (H.K.) Limited**

Business Nature: International Trading Firm

Position: Assistant Accountant

Job Duty:

* Prepare and entered the corresponding general ledger journal entries and monthly accruals.
* Prepare monthly financial statement, Bank reconciliation, Sales & Purchases analysis
* Prepare Inter-companies Reconciliation of PRC and US office
* Supervise of daily accounting operations
* Handle full set books of several small companies
* Review and prepare annual external auditing schedules and coordinate audit activities
* Implement and monitor data conversion from manual accounting to Flex Account System
* Accounting system – Flex Account

**LEAVING REASON:** Seeking a new challenge and to grow my career

**August 1989-July 1990 K.K. Ng & Co (Certified Public Accountant)**

Business Nature: Audit Firm

Position: Audit Assistant

Job Duty:

* Perform analytical procedures/analyses to detect unusual financial statement relationships
* Propose adjusting journal entries and discussed audit findings with clients
* Document audit procedures and cross reference work papers
* Create management representation letter comments and recommendations and draft audit reports for management review.

**LEAVING REASON:** Study

**EDUCATION:**

Mar-May 2005 China Taxation & Accounting Course

Polytechnic University

1991-1994 Bachelor in Business Accountancy

Charles Sturt University, School of Commerce, Australia

1987-1989 Diploma in Accountancy in Technical Institute

Tuen Mun Technical Institute (Hong Kong)

1981-1987 HKCEE

Madam Lau Kam Lung Secondary School

**TECHNICAL SKILL:** Proficiency in MS Word, MS Excel (vlookup & pivot table), Chinese Word Processing, Lotus Note, Outlook

**CURRENT SALARY:** HK$ 23,000/month , **Salary in Instinet** HK$24,80/month

**EXPECTED SALARY:** HK$29,000/month **AVAILABLE DATE:** One month notice