***Mr. CHEUNG Chun Fung, Felix (張俊鋒)***

Age: 28

Tel: 6826-2373

E-mail: ccf\_06@yahoo.com.hk

**Professional Membership**

Aug 2017 HKICPA - QP Graduate

(passed all examinations and waiting for qualified membership admission)

**Working Experience**

Mar 2014 – Jul 2015 Assistant Officer - Accounting

Aug 2015 – Jun 2017 Officer - Accounting

Jul 2017 – Aug 2017 Accountant

Inchcape Hong Kong Limited (英之傑香港有限公司)

*A subsidiary of UK listed MNC engaging in selling motor vehicles, providing after sale services and hire car service across 29 countries.*

*(HK Brand: Toyota, Lexus, Hino, Jaguar, Land Rover, Ford, Maxus)*

* Supervise 2 staff in AP
* Responsible for general ledger, accounts payable
* Review payment and purchase order
* Handle weekly cash flow forecast, perform working capital and capex management
* Handle inter-company transactions
* Participate in month end closing, prepare journal for provision, accrual, impairment, staff cost, corporate rental, share service cost
* Perform account reconciliation, account schedules and account analysis reports
* Reporting F/S according to group instructions
* Perform annual tax computation
* Support annual audit
* Perform ad hoc assignment as necessary

Aug 2012 - Mar 2014 Accounts Clerk

East Ocean Victoria City Restaurant (HK Group)

* responsible for full set of accounts
* costing analysis
* data entry

**Education**

* Bachelor of Business Administration with Honors in Professional Accounting

(OUHK full time 2012)

* Hong Kong Advanced Level Examination (2008)
* Hong Kong Certificate of Education Examination (2006)

**Languages**

Cantonese, English, Putonghua

**Skills**

Excel (including V-lookup & pivot table), Word, PowerPoint, Chinese word processing

**Availability**

Immediate Available

**Last job salary**

$18,500 x 13 months

**Expected Salary**

$25,000 x 12 months / $23,000 x 13 months