**PERSONAL INFORMATION**

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| Name  Mobile & E-mail | Vincent CHEUNG (張漢强)  **(M) 6992-8745** / [cheungvincentcv@hotmail.com](mailto:cheungvincentcv@hotmail.com) |

**EDUCATION AND QUALIFICAITON**

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|  | Fellow Member of the **Hong Kong Institute of Certified Public Accountants** [FCPA]  Certified Tax Adviser [CTA] and Associate Member (ATIHK) from **The Hong Kong Institute of Taxation** |
| 2002 to 2003  Sep 94 to  Jun 97 | **Master of Business Administration**  Deakin University, Australia  **BA (Hons) in Accountancy [BA (Hons)]**  City University of Hong Kong |
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**PRACTICAL EXPERINECE**

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| **Sep to Oct 2017** | **Makak Consulting Company** | **Contract Accountant (sub-contracted to client for maternity leave)** |

* + Report to the Director of the company and to the client;
  + Prepare the quarterly reporting package as suggested from the Client’s Headquarters;
  + Liaison with the Internal audit team of the Client’s Company and
  + Prepare full set of financial statements and perform payroll computation for regional trading company with 10 staff.

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| **Dec 2016 to Aug 2017** | **British Council** | **Assistant Accountant (Contract, seconded by Link Recruitment)** |

Nature of Business : A multi-national company with presences in more than 100 establishments in the world

Reporting to the Finance Manager located in Hong Kong

HR and payroll function

* + Prepare the monthly payroll computation and reporting work for both Part Time and Full Time employee (about 150 staff in total);
  + Prepare the MPF computation with the assistance of the Council’s tailor made Human Resources and Payroll System; and
  + Prepare the Employers’ Return for the year of assessment 2016/17

Accounting and Operation

* + Verify the daily balance between the credit card, online payment receipt with the SAP system of the Company provided by different operations department of the Council and report any variance founded to the Finance team and Operation Manager;
  + Prepare the monthly journal as requested by the Finance Supervisor;
  + Prepare a weekly AP list and file to the AP management center located in Beijing;
  + Follow up any outstanding queries as suggested by the AP team and report the follow up work in a bi-weekly basis;
  + Analysis and compare the variance between the actual and budget items for both Income Statement and Balance Sheet;
  + Prepare the full schedules for all Balance Sheet and investigate for any unexpected variance found

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| **Jan 2010 to Dec 2016** | **Mondo Company Limited** | **Senior Accountant** |

Nature of Business : A regional electronic goods trading company with presences in Hong Kong and China and headquarter in Canada

Reporting to the Finance and Accounting Manager located in Canada

* **Accounting and Administration** 
  + Prepare full sets of financial statements for managerial review and Company’s existing and potential investors and bankers;
  + Liaison with the Company’s external tax adviser and auditor in Hong Kong and China for the accounting and taxation issues of the Company;
  + Prepare the Profits Tax Return in an annual basis on behalf of the Hong Kong Company;
  + Review the financial statements of the China companies and liaison with the Finance Department of the China team; and
  + Prepare the monthly payroll of the Hong Kong office (about 20 peoples).
  + Responsible for the monthly stocktaking work with the merchandising department and the third party warehouse company.
* **Management and Administration**
  + Supervise 1 account clerk for daily accounting work;
  + Working in close relationship with the sales and merchandising team of the company;
  + Preparing the monthly payroll record and MPF computation and filing report; and
  + Preparing the documents for the application of the Import Loan, D/P.

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| **Jan 2005 to Dec 2009** | **Makak Consulting Company** | **Accounting Supervisor** |

Nature of Business : A local consulting company with clients from Hong Kong, Korea and Canada by providing full ranges of accounting, taxation and company secretarial services.

* Assist the client in preparing the group reporting package (quarterly, interim and annual basis) as suggested by their group auditor;
* Reviewing the accounting work prepared by the subordinates and attend the meeting organized by the client’s accounting and finance person and our accounting and tax team;
* Liaison with the client’s external auditor and provide necessary support during the interim and annual audit work from them;
* Review and comment towards the Profits Tax computation report as prepared by the audit team of the affiliated company;
* Attend the meeting organized by the IRD on behalf of the clients during pre and post field audit work as suggested from the IRD assessor;
* Assist the client in replying the queries from the IRD including but not limited to the application of the off-shore claim and other income and expense treatment;
* Provide consulting services to clients with operations and establishments in China under the supervision of our Partner and the consultants of the affiliated firm; and
* Assist the Company in reviewing their existing and potential compliance and internal control policy in order to comply with the latest requirement from difference statutory authority.

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| **Apr 1999 to Dec 2004** | **Top Talent Development Company Limited** | **Senior Accountant** |

Nature of Business : a local Information Technology service provider in hardware and software development and provide networking service to local small and medium size enterprises.

* Prepare full sets of monthly Financial and Management report and analysis for the variance between actual and budget;
* Prepare Daily Cash Flow report and weekly Sales and Purchase report;
* Supervise an accounting clerk for the daily accounting issues;
* Liaison with auditors and bankers;
* Responsible for the payroll functions of the company (including MPF calculation);
* Prepare weekly Account Receivable and Payable report and contract customer or vendor for the settlement and payment issues;
* Maintain the company’s computerized inventory system and produce the monthly inventory report for quarterly stock take purpose; and
* If some occasions, advice and assist the client in accounting setup, implementation and provide some training to customer’s accounting staff.

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| **Jun 1998 to Apr 1999** | **Grammy Asia Ltd** | **Accountant** |

Nature of Business : Recruitment Agency

* Prepare full sets of financial report for the company review;
* Liaison with auditor for the preparation of the annual auditing work; and
* Prepare for the Account Receivable and Account Payable report of the company.

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| **Jun 1997 to May 1998** | **W.S. Wong & Co.** | **Audit Trainee** |

Nature of Business : a medium size CPA practice firm serve mainly local clients.

* Provide full set of accounts for small client companies;
* Prepare financial statement for client companies;
* Prepare tax computation schedule for client companies;
* Perform pension fund and school audit accordance to general accounting and auditing standards; and
* Drafting auditor’s report in accordance to HKSA auditing and accounting standard.

**COMPUTER AND LANGUAGE SKILLS**

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| Language | Proficient in English and Cantonese and Putonghua |
| Computing | MS-Words, Excel, Access, PowerPoint , PeachTree, MYOB, QuickBook, DacEasy, SAP, 倉頡, 速成 |

**REFERENCE**

Provided upon request

# PRESENT AND EXPECTED SALARY

Present Salary : HKD26,000.00 per month

Expected Salary : HKD28,000 per month or Negotiable

## NOTICE PERIOD

Immediate Available