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| **Leung Yiu Tan, Patrick** |

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**PROFILE**

* Excellent financial planning and analysis skills gained at a leading Investment Bank in Hong Kong
* Highly self-motivated individual with strong analytical skills
* Proven quick learner who can work under pressure with tight deadlines

**EDUCATION**

**University of Southern California** - Los Angeles, United States Aug 2009 - Aug 2011

*Leventhal School of Accounting, B.S. Accounting*

**WORK EXPERIENCE**

**BOC International Holdings Limited –** Hong Kong Oct 2011-Present

*Senior Analyst,* *Finance & Treasury (Performance evaluation with grade A+, top 5% performers)*

* Prepared presentations for monthly business reviews to senior management and division heads
* Provided financial analysis, commentaries on key variances, and identified key revenue drivers for all business units
* Participated in developing internal KPIs with Managing Director to evaluate front offices performance
* Performed industry research & financial statement analysis on competitors including Goldman Sachs & Morgan Stanley
* Provided ad hoc business analysis for decision making by senior management; Analyzed costs structure with peers
* Oversaw daily and weekly Profit and Loss Statement production for management in a timely manner
* Prepared various UAT tests; Awarded for contributing to the successful launch of a settlement system
* Assisted in yearly budgeting and quarterly forecasting by using SAS; Developed cost allocation rules for budgeting
* Automated data extraction process with VBA and improved efficiency by 10%
* Prepared HKMA banking returns: Foreign Currency Position, Hong Kong Dollars Interbank, and Transactions [Return of Renminbi (RMB) Business Activities](http://www.hkma.gov.hk/eng/key-functions/banking-stability/banking-policy-and-supervision/regulatory-framework/16.shtml)

**Leung & Puen CPA Limited** – Hong Kong Jun 2010 – Aug 2010

*Summer Audit Trainee*

* Performed various audit testing and obtained audit evidence to support the accuracy and validity of transactions

**COMMUNITY SERVICE**

**Volunteer Income Tax Assistance Program – Internal Revenue Service –** Los Angeles, United StatesApr 2010 *Certified**Tax Preparer*

* Filed U.S. tax returns using Taxwise for low income people who could not prepare their own returns

**LEADERSHIP & ACHIEVEMENTS**

**Alpha Kappa Psi**, USC, United States Aug 2009- Aug 2011

* Organized a speaker panel by inviting three CEOs for 60 students who were interested in Finance

**De Anza Associated Student Body**, De Anza College , United States Jan 2008-Jan 2009  
*Budget and Finance Committee Senator*

* Allocated $1M of the funding to the programs which benefited students in De Anza College

**De Anza College Tutorial Center** – Cupertino, United States May 2008-Jul 2009

*Senior Accounting Tutor (Tutor of The Month Award)*

* Provided 8 hours tutoring sessions per week to students by explaining concepts of financial and managerial accounting

**RELEVANT SKILLS  
Languages:** Cantonese (Native), English (Fluent), Mandarin (Fluent)

**Software Skills:** Excel (Advanced), PowerPoint (Advanced), VBA, SAS, MicroStrategy, Sophis, Flex, Bloomberg

**Current Compensation**: $432,500 per annum **Expected Salary**: $450,000 per annum **Availability**: 1 month notice