**Peta, Poon Wing Hang**

*Address: Room 1809, Block C, Kam Fung Court, Ma On Shan, N.T.*

*Contact: 6020 2800 E-mail: petapoonwinghang@gmail.com*

*I am a qualified accountant under HKICPA with commercial and auditing experience in multinational companies, HK-listed PRC companies and financial services industry. I have strong analytical skill, report writing skill and with good interpersonal skill.*

Responsibilities /Achievements

**FINANCE MANAGER, SBI China Capital Holdings Limited, Feb 2016 – Present**

* ***Company description:***
* *A sizable financial services group specializing in providing services in asset management, trading in securities, margin financing and advising on securities.*
* ***Responsibilities:***

***Finance Manager (Mar 2017 – Present)***

* *Review the vouchers and schedule prepared by sub-ordinate.*
* *Review monthly report and net asset value of private equity fund and alternative investment fund in accordance to LPA*
* *Review consolidation reports, intercom reconciliation, monthly analysis report for profits and loss results.*
* *Prepare annual forecast for profit and loss.*
* *Prepare variance commentary for management review.*
* *Liaise with banker for discussing the facilities arrangement.*
* *Liaise with auditors and provide various schedules and document regarding audit and due diligence queries.*
* *Monitor margin clients.*
* ***Senior Accountant (Feb 2016– Feb 2017)***
* *Prepare monthly report and calculate net asset value for private equity fund and alternative investment fund.*
* *Prepare monthly FRR and ensuring compliance with Cap. 571N Financial Resources Rules.*
* *Monitor liquid capital to ensure sufficient funding.*
* *Prepare cash flow forecast and budgeting comparison.*
* *Prepare tax computation; file tax return and prepare letter for holdover.*
* *Translate company’s financial statements.*
* *Design automated schedule to fasten the work.*

Responsibilities /Achievements (Con’t)

**Accountant, Rotam Agrochemical Company Limited (TWSE: 4141), Jan 2014 – Jan 2016**

* ***Company description:***
* *Rotam Agrochemical Company Limited is a multinational company listed in Taiwan with its corporate office in Hong Kong. The Company had integrated research and development operations, global product registration, and manufacturing of herbicides and insecticides with an annual turnover around USD350million.*
* ***Responsibilities:***
* *Review the vouchers prepared by sub-ordinates.*
* *Supervise and train sub-ordinates for audit schedule.*
* *Prepare the monthly, quarterly reporting packages and audit schedules.*
* *Prepare monthly rolling forecast analysis and yearly budgeting and provide explanation for variance.*
* *Prepare monthly results commentary for management review.*
* *Assist in preparing monthly intercom reconciliation and consolidation.*
* *Participate in system migration.*
* *Liaise with external auditors and provide information or documentation regarding audit queries.*

**Associate II, BDO Limited, Jan, 2013 – Sep, 2013**

* ***Company description:***
* *BDO Limited is the fifth largest professional firm for audit, taxation and advisory globally.*
* ***Responsibilities:***
* *Perform audits on various HK-listed PRC companies, including hotel, finance service industry, manufacturing industry, mining industry, medical sciences.*
* *Estimate net present value for company’s intangible asset by profit forecast.*
* *Perform audits for profit and loss and balance sheet accounts and communicate with client for the reason of variance.*
* *Perform reconciliation for related company’s current account.*
* *Prepare consolidation note for the financial report.*
* *Assist in drafting the management letter.*
* ***Client reference:***

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| --- | --- | --- |
| Audit Client | Industry | Stock code |
| CHT Holdings Limited | Manufacturing | SGX CHT |
| Quam Securities Company Limited | Securities | SEHK 952 |
| Mexan Limited | Hotel | SEHK 22 |
| China Lumena New Materials Corp. | Mining | SEHK 67 |
| China Regenerative Medicine International Limited | Medical Science | SEHK 8158 |

Responsibilities /Achievements (Con’t)

**Semi-Senior Auditor, Vision A. S. Limited, Aug, 2007 – Dec, 2012**

* ***Company description:***
* *Vision A.S. Limited is the medium size local audit firm..*
* ***Responsibilities:***
* *Perform audits and prepare report on various industries, including retailing, online brokerage firm, investment properties, holding companies and multinational companies.*
* *Lead audit job by coaching 3-4 staff and review audit document.*
* *Assist in writing an internal audit report.*
* *Prepare consolidation report with non controlling interest and foreign currency involved.*
* *Answer IRD’s enquiries.*
* *Handle offshore claims on trading profits, manufacturing profits and other enquiries with IRD.*
* *Promoted from Junior Auditor to Semi Senior Auditor in 2011.*

Extra Curricular Activities & Volunteer Work

**Vice Chair Person, The Hong Kong Polytechnic University Students’ Union Publicity Affairs Committee, 2004-2005**

* *Organize with committee members for the Orientation*
* *Ask for sponsorship for the Orientation*

**General secretary, The Hong Kong Polytechnic University Students’ Union Orchestra, 2004-2005**

* *Take minutes for meeting and coordinate with the committee members*
* *Write proposal applying for the fund resource for holding annual performance*

Education & Academic Results of Qualification Programme

* *Certified Public Accountant (A44115) of* [*Hong Kong Institute of Certified Public Accountants*](http://www.hkicpa.org.hk/)*, 2016*
* *BA (Hons) of Accountancy, The Hong Kong Polytechnic University, 2007*

Language & Computer Skills

* *Fluent in English and Putonghua*
* *Proficient in Microsoft Excel (Superior Excel Skill), Access, Words, Outlook, PowerPoint;*
* *Proficient in SAP and Flex system and FION software*

Availability & Expected Salary

* *Availability: 1 month notice*
* *Expected Salary: HK$36,000, Negotiable (Current Salary: HK$30,000 plus bonus)*