Sharonne Danielle LAW, CA CPA

Member of Chartered Accountants Australia and New Zealand (CA ANZ)

Member of Hong Kong Institute of Certified Public Accountants (HKICPA)

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Australian with HKID

[Recently relocated to Hong Kong for family reasons]

**EDUCATION**

2016 July **Alliance Française de Lyon & Bordeaux, France**

French Level B1-B2

2014-2016 **The Institute of Chartered Accountants Australia (Completed in Feb 2016)**

Taxation, Financial Accounting, Management Accounting, Audit & Assurance and Capstone

2011-2012 **Advanced Diploma of Translating**

#### Sydney Institute of Interpreting and Translating

### National Accredited Professional Translator (English to/from Chinese)

### 2008-2011 Bachelor of Commerce (Accounting and Commercial Law)

#### The University of Sydney

Credit Average with Distinctions in *Financial Accounting* and *Macroeconomics*

2006-2008 **High School**

***Curtin International College***, Perth, Australia Distinction average

# EMPLOYMENT HISTORY

**2017 Jun - Now Tax Analyst, Asia.**

**AECOM Hong Kong** [*NYSE Listed*, 2016 *Fortune 500 List, MNC*]

* Completing cross-border tax compliance procedures for all related Asian entities in Singapore, Malaysia, Vietnam, Sri Lanka, Myanmar, Indonesia, India, Thailand, Macau and Hong Kong
* Reviewing Tax Returns and calculations and other tax issues like VAT/GST, Withholding tax, DTAs etc
* Providing tax advice and technical support to cross-border project arrangements and operations
* Completing tax provision computation for countries in Asia
* Liaising with local tax authorities and providing daily cross-border communication with all Asian entities
* Conducting tax research on tax law regulations in Asia and assessing tax risks on its changes in tax law
* Preparing transfer pricing documentation and Return to Provision (RTP) Templates and calculations
* Providing training and support on *Tax Provision Global Access Management* and recent tax updates

**2013 Nov-2016 Jun Accountant- Corporate Accounting & Tax,**

**CCS Partners Chartered Accountants***,* Sydney [*BRW Top 100 Accounting firms List*]

* Processing full set of accounts for all types of entities- trusts, companies, partnerships, sole traders and associations using *MYOB, Xero, BankLink* and *Quickbooks*
* Preparing Accounting adjustments and journals in accordance with IFRS
* Performing analytical procedures on general ledgers and balance sheet and Profit & Loss Statements
* Conducting analytical reviews on interim/ final financial statements, reports and correspondence
* Completing bookkeeping and updating fix asset register for client entities
* Completing bank accounts/credit card reconciliations and balance sheet reconciliations
* Completing Superannuation fund Audits and preparing Payroll Tax Audit
* Processing Hire Purchase schedules and monthly payroll reports from *LeaseMan* and *PayMan*
* Completing Income Tax Returns, annual GST returns and Fringe Benefit Tax returns and compliance lodgement for Companies, Trusts, Partnerships, Individuals and estates
* Assessing tax/business risks of different structures and monitoring impacts from changes in tax law
* Performing tax planning for clients with different business structures to achieve the most tax-effective solutions for the entire group of entities based on the most updated tax rulings
* Providing tax advice to clients on all tax issues like deferred GST, Non-Tax Residents, withholding tax
* Liaising with the *Australian Tax Office* and *Australian Business Register* on behalf of clients
* Providing regular onshore/international client contacts and communications
* Supervising, delegating, reviewing work and providing training to junior staff
* Processing Superannuation Funds via BGL and lodging the actuarial certificates
* Major client portfolios: Hospitality group, Restaurant chain, Manufacturing, Imports/exports, Retail chain, High Net Worth Individuals etc

**2012 Aug-2013 Jun Junior Accountant**, **Murchisons Services Chartered Accountants Pty Ltd** , Sydney

* Completing Income Tax Returns for individuals, partnerships, trusts and companies and annual GST returns
* Processing Investment Property summaries, Motor Vehicle Expense and CGT schedules
* Preparing quarterly accounts and completing BAS/IAS for companies on *Tax Agent Portal*
* Keeping Asset registers up-to-date and posting journals to depreciation schedules
* Processing financial reports and declarations for end users via *MYOB AO* and *Corporate Affairs System*
* Liaising with the Australian Tax Office/ Australian Securities and Investments Commissions and dealing with client queries

**2011 Jul-Sept Full Time Accounting Intern**, **Teh & Ng Pty Ltd (CPA)**, Sydney

* Processing Income Tax Returns for individuals, partnerships and companies via *MYOB AE*
* Performing quarterly BAS reconciliations and reconciling GST on purchase receipts via *Excel*
* Processing company accounts, posting Journal Entries to General Ledgers and updating Fixed Asset Registers
* Liaising with governmental bodies- ATO/NSW Fair Trading/ASIC and dealing with client queries

**SKILLS PROFILE**

**Accounting skills:**

* Tax Provision Global Access Management (GAM) System │ Oracle │ Global Tax Compliance SharePoint
* **Research software skills**: CCH │ LexisNexis │ IBFD
* **MYOB Accountants Office** │  **MYOB Accountant Enterprise** skills to maintain client databases and assist with everyday duties in Tax, Ledgers, Invoicing and Debtors
* **MYOB AccountRight Plus** │ **MYOB System Release** │  **Xero** │  **BankLink** │ **QuickBooks** skills to process full set of accounts, generate financial statements and perform reconciliations and adjustments
* **BGL- Corporate Affairs System (CAS)** │ **SimpleFund** skills to perform compliance work
* **PayMan** │ **AssetMan** │ **LeaseMan** softwares to process payroll reports, asset register reports and leases

## Language and Communication Skills:

* **Cantonese (all round)** │**Mandarin** │ French │Italian
* **Organisational and leadership skills** - having previously supervised staff and currently organising some Meetup events as the Event Host for 3 Meetup groups
* **Interpersonal Skills & Cultural sensitivity** - ability to get on well and work with people from diverse backgrounds and religions developedthrough multiple homestay and exchange experience
* **Teamwork skills** - ability to work under pressure within a team to achieve a specific goal.
* **Communication Skills** - strong public speaking and presentation skills
* **Problem-solving skills** – ability to find possible solutions for problems developed through a number of work experience in various workplaces

**OTHER WORK EXPERIENCE**

**2017 April Event Assistant**, Alliance Française de Hong Kong, *Stanley French Festival*

**2017 May Language Ambassador**, Alliance Française de Hong Kong

*Le French May Festival: Le Moment By the Harbour, Central*

**2017 June Event Assistant,** Alliance Française de Hong Kong

*Le French May Wan Chai World Music Day*

* Promoting French culture and French language
* Managing event and communicating with the event organisers, leasing parties and other merchants
* Communicating with audience (children and adults) in English/French/Cantonese
* Teaching French and demonstrating some language games with participants

**AVAILABILITY**

Immediately available