**LEUNG KA WAI, IVAN**

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| **EDUCATION** | | | | |
| **CITY UNIVERSITY OF HONG KONG** | | | | |
| ***Bachelor of Business Administration*,**Major: Quantitative Finance and Risk Management | | | **2013 – 2017** | |
| **PROFESSIONAL EXPERIENCE AND ACHIEVEMENTS** | | | | |
| **ALAYA CONSULTING LIMITED** | | | | |
| ***Associate Consultant Intern*** | **Jan 2017 - Present** | | | |
| * Set up Research Tools to review market performance in Environmental, Social and Governance aspects and provide Data to Global Reporting Initiative (GRI) * Draft and Prepare Sustainability Reports for Hong Kong and Mainland listed companies according to Appendix 27 of HKEX * Assist in Environmental Auditing by accessing spreadsheet and Visual Basics Applications(VBA) for calculations | | | | |
| **IKEA – DAIRY FARM** | | | | |
| ***Part-Time clerk (Business Navigation)***  ***Intern - Business Navigation*** | | **Aug 2016 – Apr 2017**  **Jun 2016 - Aug 2016** | | |
| * Set up Key Performance Index (KPI) for steering 1000+ items sales performance, thus suggest Follow-up Actions to Business Navigation Manager and Sales Manager to monitor and improve sales of HK$4 million * Automate sales report and KPI with Visual Basic Application (VBA), help improve efficiency and effectiveness in reviewing sales matrix * Draft Excel User Guide and KPI User Manual to support excel enquires in the head office * Collect store data and perform analytical support to provide statistical data for opening new store | | | | |
| **CITY UNIVERSITY OF HONG KONG, FINANCE OFFICE** | | | | |
| ***Part-Time Accountant***  ***Intern - Accountant*** | **Sep 2016 - May 2016**  **Jun 2015 - Aug 2015** | | | |
| * Carry out Technology Start-Up Support Scheme for Universities by reviewing claim applications from 20+ university-related companies independently * Analyzed, examined, and interpreted account records from all departments, compiled financial information from oracle, and reconciled reports and financial data * Automate excel format for all departments’ financial summaries with Visual Basic Application (VBA) * Prepare and finalize annual financial statement of the Group | | | | |
| **BDO FINANCIAL SERVICES LIMITED** | | | | |
| ***Intern – Risk Advisory Services***  ***Intern – Risk Advisory Services***  ***Intern – Specialist Advisory Services*** | **Dec 2014 - Jan 2015**  **Jun 2014 - Aug 2014**  **Jun 2013 - Jul 2013** | | | |
| * Pre-IPO readiness internal controls review and co-sourcing internal audit work for companies including listed companies * Researched financial statements from 100+ listed companies to review corporate governance standards for publication materials * Performed Stock-Taking Process for listed companies in Mainland Factory as the third-party auditor * Adhered to departmental controls and regulations maintain ethical conduct | | | | |
| **Other Companies Served: 1) Hong Kong Jockey Club 2) Microsoft Ltd. 3) ZARA Ltd. 4) Mr. Courier Limited** | | | | |
| **ACHIEVEMENTS AND ABILITIES** | | | | |
| * CityU Student Mentor 2016/17 * HKTDC Trade Ambassador Program 2015/16 * Accredited Accounting Technician Foundation Examination (Passed with distinction) * Citi Youth Investment Education Program 2012 * Language: English(Fluent), Cantonese(Native), Mandarin(Fluent) * Non-Verbal: Chinese (Highly Capable), English (Highly Capable) * Technical Skills: VBA, Oracle, SPSS, Words, Excel, PowerPoint, Outlook, Access, Illustrator, Photoshop, InDesign, Chinese and English Typing, JavaScript, VBA | | | | 2016-2017  2015-2016  2012  2012 |
| **LEADERSHIP EXPERIENCE AND EXTRA-CURRICULUM ACTIVITIES** | | | | |
| **HONG KONG AIR CADET CORPS** | | | | |
| ***Cadet Corporal and Drill Instructor*** | | | | **Feb 2008 – Apr 2017** |
| * Organize Corps Level activities and joint-squadron programs * Rewarded 200 community service hours’ ribbon, 60th Anniversary Ribbon and Honor Guard Badge | | | | |
| **CITY UNIVERSITY OF HONG KONG - ECONOMICS AND FINANCE SOCIETY** | | | | |
| ***Publication Secretary*** | | | | **2015** |
| * Organized joint university and school programs for 1000+ students * Design logos, Business cards, Posters, T-shirts and Booklets | | | | |