**YIU HO LING KALISTA**

Tel: 92201852 Email : holingyiu903@gmail.com

Address: Room 22, 17/F, Fok Cheong Building, Quarry Bay, Hong Kong

**EDUCATION**

2011 – 2014 Bachelor of Commerce (Specialisation: Accounting & Finance)

University of New South Wales (UNSW)

Sydney, Australia

2010 – 2011 Foundation Studies – Commerce

University of New South Wales (UNSW)

Sydney, Australia

2005 – 2010 Hong Kong Certificate Education of Examination (Full Cert.)

Hotung Secondary School

**WORK EXPERIENCE**

Company Name: CENTURION ZD CPA LIMITED

Title: Audit Associate

Period: Aug 2016 – now

Duties: 1. Carrying out statutory or special audits, drafting audited financial

statements and preparing analytical reports

2. Preparing tax computation and schedules for tax compliance

Company Name: ZALORA (HONG KONG) LIMITED

Title: Accounting Executive

Period: Feb 2015 until Jun 2016

Duties: 1. Handling full set of accounts

- Dealing with mostly A/P and A/R for HK region

- Preparing bank reconciliation & financial statement

- Managing staff claims & medical claims

2. Ad-hoc tasks

- Assisting line manager to prepare budget report

- Assisting Regional Finance for HK related issues

Company Name: LEE PING KEE LIMITED (PLUMBING AND DRAINAGE CO.)

Title: Accounting Assistant

Period: December 2012 – February 2013

Duties: 1. Assisting in month-end closing

- Preparing accounting entries

- Inputting data into system

2. Petty Cash Reconciliation

**LANGUAGE SKILLS**

English – Good command of spoken & written skills

Cantonese – Fluent Level

Mandarin – Fluent Level

Korean - Conversational Level

**COMPUTER SKILLS**

Microsoft Excel (Vlookup, Pivot Table etc)

Microsoft PowerPoint

Chinese Word Processing

**AFFILIATION**

CPA Australia - Associate member

**AVAILABILITY**

1 months’ notice

**CURRENT SALARY**

$14,000

**EXPECTED SALARY**

$15,000