**Curriculum Vitae**

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| **Personal Particular:** |

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| Name: 名 | Yeung Sau Ling, Yuki (楊秀玲) |
| Contact Number: | 9770 5175 |
| E-mail: | [yukigreen950@gmail.com](mailto:yukigreen950@gmail.com) |
| Available: | 12 December 2016 |
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| **Academic Qualifications:** |

2014 – Present CPA Australia

*Associate Member*

2012 – 2014 Curtin University of Technology

*Bachelor of Commerce (Accounting)*

2009 – 2012 The Chinese University of Hong Kong School of Continuing and Professional Studies

*Higher Diploma Programme in Business Studies*

2004 – 2009 Chinese Y.M.C.A Secondary School

*Hong Kong Certificate of Education Examination (2009)*

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| **Job Employment:** |

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| 2016 - Present | Choi Shun Hin Accounting & Secretarial Co Limited |
|  | *Assistant Accountant (Full-time)* |
| Job duties | * Handle full set of accounts for clients in a variety of industries * Prepare financial statement and liaise with auditor for audited financial statement and tax computation |
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| 2014 - 2016 | Bright Brilliance CPA Limited |
|  | *Audit Junior (Full-time)* |
| Job duties | * Assist audit managers in providing audit and assurance services * Provide tests or analysis on clients' accounts or ledgers |
|  | * Prepare financial statements, auditors’ reports and tax computation |
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| Job Employment: | |
| 2013 - 2014 | Choi Shun Hin Accounting & Secretarial Co Limited |
|  | *Account Clerk (Part-time)* |
| Job duties | * **Handle daily accounting duties including data input, prepare vouchers, cheques payment and issue invoices** * **Prepare monthly financial reports and general accounting entries** |
|  | * **Prepare taxation and secretarial documents** |
| **2010 - 2013** | Lap Sing Tutorial Center Ltd |
|  | *Instructor (Part-time)* |
| Job duties | * **Helping primary students with their homework** |
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| **2010 - 2011** | **Hong Kong Council of Early Childhood Education and Service** |
|  | *Teaching assistant (Summer Internship)* |
| **Job duties** | * **Preparing lesson plans and facilitating in the class by helping out children with their schoolwork.** |
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| **Voluntary Services:** |

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|  | WorldAc **Activities** | **Organization** |
| 2010 - 2011 | Aware Epilepsy Fair  Environmental Barter Activities | Enlighten  Agency for Volunteer Service |
| 2009 - 2010 | World Heart Day 2009  Wonderful Life Fair | World Heart Federation  Playright Children’s Play Association |
| 2008 - 2009 | Teaching South Asian Children | YMCA |

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| **Language Skills:** |

Cantonese Fluent

English Fair

Putonghua Fair

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| **Computer Skills:** |

* Software: Microsoft Word, PowerPoint, Excel and Adobe Photoshop Element 9
* Accounting Software: DacEasy, QuickBooks, MYOB and Sun Systems

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| **Salary:** |

Expected Salary: $14,000