**Mak Hoi Man Jolia**

**Tel: 9279 4554 Email:joliamakhm@gmail.com**

**Address: Flat A,22/F, Block 20, South Horizons, Apleichau, Hong Kong**

**EDUCATION**

**University of East Anglia, United Kingdom** Sep 2013 – July 2016

Bachelor of Science, Accounting and Finance (First Hon)

**St Paul’s Convent School (F.1-F.6)** Sep 2007 – July 2013

IGCSE Exam 2010-2011 (6A\*)

**WORKING EXPERIENCE**

**ECOVIS Focus Hong Kong CPA Limited, Accounting Officer** Aug 2016- Present

* Responsible for day to day accounting work for the company
* Prepare financial statements and generate financial report for the clients by inputting invoices and receipts
* Current salary: HK$14,500

**Anthony Lam & Co. Certified Public Accountant, Summer Internship** July 2014- Aug 2014

* Assisted in preparing the audit reports for the clients including preparation of the Balance Sheet and the Income Statement and monthly account ledgers
* Involved in stock taking for a local transportation company

**EXTRA CIRRICULAR ACTIVITIES**

**AIESEC UEA,Talent Management Team, Board member** 2014-2015

* Organized team building activities to enhance bonding between members
* Attended AIESEC Leadership Development Seminar in Nottingham, U.K. with all the aiesecers from all over the world

**Vice- president of Legion of Mary, St Paul’s Convent School** 2011-2012

* Assisted in leadingweekly meetings
* Organized Orientation Day and recruited new members

**HKUST- Dual Programme (Chemistry)** 2011-2012

* Nominated by the school to join this programme due to excellent academic performance in Chemistry

**Teaching Assistant, Sir Ellis Kadoorie Primary School (Voluntary Service)**2011-2012

* Helped minority students to adapt to local society by preparing teaching materials (e.g. note cards) and teaching them Chinese every week

**SKILLS**

* Languages: Catonese (Native), English (IELTS: 7/9),

Mandarin (Putonghua Proficiency Test: Grade 2B

* Skills: Proficient in Microsoft Office (Word, Excel, PowerPoint)

Accounting Software (MYOB, XERO)

* Expected salary: HK$18,000 Availability: One-month notice