**Curriculum Vitae**

Name: Ngan Tsz Wai, Tsz Wai

Contact number: 95004008(mobile)

E-mail address:tszwai1019@gmail.com

# Objectives

I would like to apply for the audit / accounting assistant post. My objective is to develop my future career in audit and account related field.

# Education Background

10/2011-3/2013 BBA(HONS) ACCOUNTING

Business School

School of Continuing and Professional Education

09/2009-07/2011 Associate of Business Administration (Accountancy)

Division of Commerce

Community College of City University

**Job Experience**

09/2014- Now Eric Leung & Co.,

Audit and Accounting & Secretary Clerks

* Handling full set of account
* Handling audit assignment
* Preparing audit report and financial statement
* Preparing Annual return and 56B

03/2013-09/2014 Goodwill Accountancy Service Company

Part-time Accounting Assistance

* Handling full set of account
* Preparing Annual return

**Qualification**

09/2013 – Now HKICPA

Student Member (Passed MD)

08/2010 Level 3 Certificate in Accounting

Pass with Credit

**Skills**

Computer Knowledge: MS Office and typing in English (40wpm), Chinese (30wpm); MYOB and Dynamic system

Language: Fluent in English, Cantonese and Putonghua

**Date Available**

2 weeks notice

**Expected Salary**

HKD$14,000 – 16,000

**Reference**

Upon when request