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PANSY YIM

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| Work EXPERIENCE |  | accounting associate May 2015 – Current Forward Choice Limited, Hong Kong   * Maintain constant connections with bankers, auditors, insurers and solicitors for both existing and new business operations * Communicate contractual details and requirements with key departments, contribute on drafting terms and conditions with business partners and counter parties * Review and analyze accounting transactions from entire set of accounts of numerous company subsidiaries * Provide consolidated financial reports and statements * Analyze business positions for the Director and Managers to track the latest performance, including operation expenditures and revenues * Research and provide instant analysis to assist management on ad hoc market developments and opportunities  store manager nov 2012 – dec 2014 Abercrombie & Fitch, Edmonton, Canada   * Recruiting potential hires, conducted interviews and orientations for new hires * Prepared weekly managers meeting and setting weekly goal for all to accomplish as a team * Prepared weekly schedules and assigned tasks to associates such as marketing update, merchandise promotion, handling incoming shipment etc.  OFFICE ADMINISTRATIVE ASSISTANT sept 2008 – apr 2010 Millwoods Sport Plus Physical Therapy Clinic, Inc, Edmonton, Canada   * Handled general office administration and secretarial work as required * Maintained up-to-date confidential client files * Responded to patients inquires on therapy and insurance claim concern * Submitted and followed up therapy claims with insurance companies | |
| Education |  | University of Alberta, Edmonton, Canada 2008 - 2012Bachelor of Commerce DegreeMajor in Finance, Minor in Management Information SystemHarry Ainlay High School, Edmonton, Canada 2006 – 2008High School DiplomaCanossa College, Hong Kong 2000 – 2006HKCEE |
| AWARDS & aCHIEVEMENTS |  | University of Alberta Academic Excellence Scholarship September 2008 Registrar's International Student Scholarship September 2008 |
| LANGUAGE SKILLS |  | Advanced proficiency in English, Mandarin and Cantonese |
| personal SKILLS |  | Proficiency in Microsoft Word, PowerPoint, Excel, Abbyy, ParaDM, Turbo ERP, Outlook and PeopleSoftStrong teamwork abilitiesCorporate communications experienceHigh time management and organisational abilities  * Excellent Problem Solving Skill |
|  |  |  |  | | University of Alberta Academic Excellence Scholarship September 2008 Registrar's International Student Scholarship September 2008 |