**RESUME**

**LAM CHUN KIT**

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**Objective** Seeking a position as an account or audit clerk allowing me to utilize my knowledge of bookkeeping skills, auditing skills and to gain further experience in the field of accounting and auditing.

**Education**

2015 – Now City University of Hong Kong x Edinburgh Napier University, BA (Hons) Accounting

2013 - 2015 Hong Kong Institute of Vocational Education, **Higher Diploma in Accountancy**

Modules studied: Cost and Management Accounting, Auditing, Taxation, Financial Reporting, Corporate Law and Practice; and Corporate Accounting

2006 - 2012 Tang Shiu Kin Victoria Government Secondary School

The Hong Kong Diploma of Secondary Education (5 passes, including English and Mathematics)

**Work Experience**

Dec’12 **Columbia**

Sales the product and manage the products from customers

Sep 13 - Jul 14 **Social Alliance Communications Consultancy**

Manage some files and calculate the amount of the company

June’14 - Jan’15 **The Salvation Army**

Manage the products from donating of customers and sales the products

Jul’15 – Sep’15 **FUJI XEROX**

Manage some files from posting and printing and check and verify the product to confirm the accuracy of the files

**Volunteering**

2010 History and culture of carnival in Wan Chai

Manage and design the carnival games

2011 **The Red Cross**

Flag Day Fundraising

2013 **Food Angel**

Visit the elderly people to help them manage the needs they want and provide them some food

2013 – 2014 **The Elderly Centre**

Help the elderly people to repaint the wall

**Extra-curricular Activities**

2007 – 2011 Boys Scouts

2009/01-06/08 Joins the memory camp in Sun Yat-sen University

2010 – 2012 School Perfect

**Skills**

* Language: Fluent in Chinese; good in written and spoken English and Putonghua
* Computer: Familiar with MS Office (Excel, Word, PowerPoint)
* Accounting software: MYOB

**References**

* Available upon request

16/F, B, Block 1, Po Lung Court,

Ying Ga Garden,

34 Sands Street,

Kennedy Town,

Hong Kong

18 March 2015

Prime Professional Services Limited

Central

Hong Kong

Dear personal manager,

**Re: Application for the Post of Accounting Clerk**

With reference to the advertisement on JobsDB.com on 12 March 2015, I am writing to apply for the post of Accounting Clerk. Having read the job description, I believe that my academic background and work experience make me a strong candidate for the position.

During my time at the Columbia and The Salvation Army, I have acquired knowledge in the commercial industry and good communication skills. For example, I have managed the products and tried to talk to the customers polite, which require the communication skill. In addition, my internship and volunteer work experience has taught me how to adapt to the challenging environments. As you will see from my CV, I have joined many activities, such as being a perfect and joined some sport competitions, so that you can see that my interpersonal skill is strong.

I am confident that I can bring a great deal to the Accounting Department of your company. As your advertisement states that the position will require independent, self-motivated, with good analytical and strong interpersonal skill in a team, my internship training received in one year working in a office surely equipped me with it. I successfully managed to foster good working relationships among my team members by not performing my own role only, but by also listening to and encouraging them whenever we encountered any difficulties at work.

I would be very grateful if you could consider my application and offer me an interview opportunity. I append my CV for your consideration. Should you require any further information, please feel free to contact me.

Yours sincerely

Kit Lam

Lam Chun Kit, Kit

Encl. CV