**PERSONAL INFORMATION**

Name: Wong Chun Hei (Tommy) | Email: [chwon1128@gmail.com](mailto:chwon1128@gmail.com) | Mobile: 9722 5155

**PERSONAL SUMMARY**

I am a team player with good communication skills and always keep a positive attitude to my job even under pressures to meet the deadline and willing to work overtime. As a graduate in accountancy, I have acquainted myself with a wide range of accounting skills and knowledge that allow me to put my learning into practice and make a contribution.

**WORK EXPERIENCE**

Auditor, HLB Hodgson Impey Cheng Limited

Dec 2016 – Present

* Ensures compliance with established internal control procedures by examining records, reports, operating practices, and documentation
* Completes audit workpapers by documenting audit tests and findings
* Communicates audit findings by preparing a final report; discussing findings with auditees
* Prepares an audit reports by collecting, analyzing, and summarizing operating information and trends

**HIGHEST EDUCATION**

Bachelor of Business and Commerce

* Monash University (2012-2015)

**OUTSTANDING STUDENT AWARD**

Exceptional academic excellence in:

* Company Reporting (2015)
* Auditing and Assurance (2015)

**VOLUNTARY EXPERIENCE**

**Support Crew (2013):**

Team Monash, Clayton

(for Mother’s Day Classic Run - Fundraiser for breast cancer)

* Set up event marquees
* Responded to question regarding the event and facilities
* Ran the cloakroom
* Showed attendees to their allocated seats

**Student Ambassador (2014):**

Monash University, Berwick

* Provided directions and information to visitors
* Assist new students to do the enrolment and introduce the campus

**DEMONSTRATED SKILLS**

**Accounting Expertise:**

* Prepare and complete balance day adjustments, closing entries and internal control systems to allow all final statements and bank reconciliation to be completed
* Knowledge of business combinations, consolidations, equity accounting, accounting for income tax, joint arrangement and cash flow statements
* Taxation: including assessable income, capital gains, good and service tax(GST), fringe benefits tax(FBT), deduction and substantiation and individual offsets.

**Teamwork and communication:**

* Frequently delivery oral presentation for group presentation at university
* Excellent analytical and problem solving skills developed through university group research projects
* Demonstration of strong interpersonal skills in volunteer roles and other extra-curricular involvement including Team Monash and being Student Ambassador
* Fluent in spoken cantonese and good in spoken and written english and mandarin

**Computer:**

* Proficient user of Microsoft Office (PowerPoint, Word, Excel)