**Chan Kwun Fung, Corey**

**Email:** bn10kfc@gmail.com **Tel:**+852 69339470

**EDUCATION**

09/10 – 08/13 **University of Leeds, United Kingdom**

BSc (Hons) Accounting and Finance

09/08 – 07/10 **Lime House School, United Kingdom**

A - Level

**EXPERIENCE**

10/14 – 06/17 **HSBC, Hong Kong**

*Private Banking Division – Global Trust Accounting*

• Prepare year-end financial statements and handle accounting functions independently

• Ensure work follows policies and control procedures in line with all relevant frameworks

• Prepare different types of monthly report, net asset value, portfolio valuation, budgeting

• Liaise with other departments for daily operations, tax and audit related issues

• Assist the account closing or new business by gathering relevant information and input

• Responsible for accurate and timely submission of the reports and assist in any ad hoc

06/13 – 06/14 **West Yorkshire Alliance Church, United Kingdom**

*Assistant* *(Part Time)*

• Prepare annual account, responsible for bookkeeping and handling full set of account

• Assistant in projects and interoffice files and paperwork

08/11 – 09/11 **Sun Life Financial, Hong Kong**

*Summer Internship*

• Analysis and developed objectives, goals, and budget plans for clients

• Researched industry trends and economic data for senior management

• Assist senior management in communicating with internal and external stakeholder

**ADDITIONAL**

Computer Skills: Proficient in MS Word, Excel, PowerPoint

Language: Native Cantonese, Fluent English, Professional Mandarin

Accounting Skills: Student member of HKICPA, strong report production experience, good understanding of accounting standards, corporate finance practices and financial products

Skills: Good analytical and problem solving skill, strong numerical sense, detail-oriented

Self-motivated, hardworking, responsible, willing to learn, team player, able to work independently

Availability: Immediately Expected salary: $17,000 – 19,000(Negotiable)