**EDUCATION**

Monash University, VIC, Australia, 2010

Bachelor of Business and Commence (Accounting)

City University of Hong Kong, 2007

Associate of Business Administration (Accountancy)

**PROFESSIONAL QUALIFICATION**

Member of Hong Kong Institute of Certified Public Accountants

**WORK EXPERIENCE**

**Assistant Accountant, Heng Tai Consumables Group Limited (Stock Code :00197) July 2013 – July 2016**

* Assist in preparation of annual financial statements and interim reports
* Assist in preparation of consolidated financial statement and consolidated cash-flow statement
* Manage group bank accounts and banking facilities
* Responsible for subsidiaries' general ledgers, payments, month-end closing and bank reconciliation
* Prepare monthly cash-flow reports, monitor budgets and prepare monthly budgets and forecasts
* Prepare full set management account for subsidiaries

**Audit Associate, Albert Wong & Co. CPA**

**July 2011 – Apr 2013**

* Provide audit services to both PRC clients (include clients in the business of manufacturing of valve, hydroelectricity and supermarket) and Hong Kong clients (include clients in the business of money lending, property holding and general trading)
* Preform tax computations and prepare tax returns
* Handle accounting assignments
* Assist a mainland property developer (Stock code : 08291) for GEM board initial public offer

**Audit Junior, Rays Chan & Co. CPA**

**September 2010 – June 2011**

* Provide audit services to Hong Kong clients (include properties holding and trading companies)
* Conduct due diligence for a PRC’s client in the oil refining factory in Mongolia
* Preform tax computations and prepare tax returns
* Handle accounting assignments

**COMPUTER SKILLS**

Microsoft Office (Word, Access, **Excel (familiar with)**, PowerPoint)

Auditwork Professional 2.0 (accounting software)

TecAccount, (accounting software)

MYOB (accounting software)

Peachtree (accounting software)

CSA Professional (company secretarial software)

**AWARDS**

2003 全港公開青少年兒童武術分齡賽 男子少年組長拳第五名

1999 新秀武術錦標賽男子中學組初級刀術第四名

1999 新秀武術錦標賽男子中學組初級長拳第六名

1998 新秀武術錦標賽男子中學組初級南拳第五名

1996 新秀武術錦標賽男子小學組初級刀術第四名

**ACTIVITIES**

Jogging

Listen radio

Read finance news

Model making

Visits to old age home on regular basis since 2010

**LANGUAGE**

Cantonese

English

Mandarin

**Latest monthly salaries**

HK$19,470 X 13 months

**Expected monthly salaries**

HK$23,000- HK$25,000(Negotiable)

**DATE AVAIBLE**

Immediately Available