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| **Mobile Number** | **(+852) 66421363** |
| **Email address** | **orangedorisyang@hotmail.com** |
| **Nationality** | **China** |
| **Birthday** | **1990.09.03** |

**Yang He (Doris)**

**PROFILE**

* Comprehending knowledge and skills in professional practices of accountancy with competency in auditing, financial reporting, financial management, management accounting and taxation
* Gain proficiency in speaking English, Cantonese and Mandarin
* Excellent working track record in financial services including banking professionals
* Strong sense of personal ethics, integrity and social responsibility
* Hard-working under the great pressure

**EDUCATION**

**Chu Hai College of Hong Kong 2008-2012**

*Bachelor of Commerce in Accounting and Banking* (Major: Accounting, Major: Banking System)

**PROFESSIONAL EXPERIENCE**

**HESTEEL HONG KONG CO., LIMITED**

*Accountant*  **2016.Jul-present**

* Accumulated and processed all necessary data (underlying fund’s portfolio pricing, options, futures, swaps, bank statements, etc.) in order to prepare the monthly statement for offshore and onshore funds. Ensured all cash flow movements and transactions within the funds were properly booked and reconciled
* Present prepare general journal entries, including quarter and accruals and cost deferrals. Responsible for providing necessary financial reports to management
* General ledger account analysis and subsidiary ledger reconciliation. Interpret the financial data on financial statements and make recommendations on how to control cost. Budget forecasting and monitors cost control and efficiency
* Manages cash balances and investments
* Survey operations to ascertain accounting needs and to recommend, develop, and maintain solutions to business and financial problems
* Perform account analysis to ensure that expenses were coded correctly for reimbursement purposes. Prepare the bank confirmation when audit time.
* Communicate with banks and dispose some financing activities, such as credit of letter, FX products and bank facilities and also include the daily cash plan.

**TEWOO GROUP (HONG KONG) LIMITED**

*Accountant*   **2014.Jun-2016.Jul**

* Accumulated and processed all necessary data (underlying fund’s portfolio pricing, options, futures, swaps, bank statements, etc.) in order to prepare the monthly statement for offshore and onshore funds. Ensured all cash flow movements and transactions within the funds were properly booked and reconciled
* Present prepare general journal entries, including quarter and accruals and cost deferrals. Responsible for providing necessary financial reports to management
* Audit inventory transactions and also reconciling general ledger accounts at month end
* General ledger account analysis and subsidiary ledger reconciliation. Interpret the financial data on financial statements and make recommendations on how to control cost. Budget forecasting and monitors cost control and efficiency
* Manages cash balances and investments
* Prepare annual government required contract reporting (Annual Incurred Cost Proposal)
* Gather and organize data for auditors and responsible in dealing with auditors and professional consultants as well
* Survey operations to ascertain accounting needs and to recommend, develop, and maintain solutions to business and financial problems
* Perform account analysis to ensure that expenses were coded correctly for reimbursement purposes. Prepare the bank confirmation when audit time.
* Responsible for filing excise taxes, property tax statement, etc.
* Provide internal and external auditing services for businesses and individuals

**Pioneer Management Ltd.**

*Accounts clerk*  **2013.Jan-2014.Jun**

* Responsible for bookkeeping functions including A/P, A/R, payroll preparation, coding, generating checks, and customer/supplier communication
* Process weekly payroll, generating Excel summary spreadsheet and entering data into computer system. Enter new employees, deductions, direct deposit and garnishments adjustments
* Respond to customer concerns regarding products, services, and charges.
* Review statement and verify paid and unpaid invoices and resolve the issue with vendor
* Preparing the bank books and the bank reconciliation
* Track and audit petty cash
* Maintain some administrative correspondence, document filing and answering phones

**INTERNSHIP EXPERIENCE**

**COSCO container line agencies ltd**

*Accounts Clerk trainee*  **2012 summer**

**China Construction Bank**

*International business department* **2011 summer**

**ACHIEVEMENTS AND SKILLS**

* Won the No.1 in the Cross Strait Brand Proposal Competition in Hong Kong  **2012**
* Proficient in Microsoft Word/PowerPoint/Excel/Quickbooks Pro(accounting system)/SAP system/Yongyou (accounting system)/ERP
* **Preparing the qualification programme examination (HKICPA)**

**Expected salary: HKD 19,000.00**

**Available time: One month later**