Wong Man Ting, Phoebe

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| **WORK EXPERIENCE**  04/2016 – Now  03/2014 – 01/2016  11/2011 – 03/2014  07/2011 – 10/2011  11/2009 – 07/2011  05/2005 – 08/2005 &  05/2007 – 08/2009 | **Invest Asia Corp (HK) Ltd / Padus Consulting (HK) Ltd**  **Assistant Accountant**  - Preparing monthly and yearly bookkeeping and financial statements for clients with MYOB  (Clients come from all over the world and we mainly communicate though E-mails and phone calls)  - Communicating and assist the auditors for audit clients’ accounts  - Providing tax planning services for clients  - Providing assistances about auditing issues for clients  - Handling payroll & payment services for the company and clients by cheques, T/T, ICBC Online Banking.  - Handling HK salaries tax filing (e.g. I.R.56A, 56B, 56E, 56F, I.R.6163).  *-* Handling MPF documents, including set up company profile, new staff enrollment, monthly contribution statement and payment, withdrawn and Severance Payment and Long Service Payment claims, etc.  - Handling documents of employee compensation insurance (ECI), staff life & medical insurance for clients  - Handling Company Registry forms filing (NR1, ND2A, ND4 … etc.)  and company secretary documentation and filing.  - Handling administrative work, processing staff expenses reimbursements,  vendor invoices payment.  **Tricor Service Ltd**  **Officer**  - Preparing monthly budgeting, bookkeeping, financial and management accounting reports for clients in trading and service providing industries  - Communicating with clients’ oversea headquarter and assistant them to prepare the regional monthly financial statements  - Handling payroll & payment services for clients by cheques, T/T, HSBCNet, SCB Online Banking.  (Number of clients’ staffs ranged from 2 to 150.  Clients included *The Hong Kong General Chamber of Commerce)*  *-* Handling MPF documents, including set up company profile, new staffs enrollment, monthly contribution statement and payment, withdrawn and Severance Payment and Long Service Payment claims, etc.  - Handling HK salaries tax filing (e.g. I.R.56A, 56B, 56E, 56F, 56M, I.R.6163) with employee stock purchase plan (ESPP), stock option gain, and rental reimbursement, etc.  - Replying IRD queries of salaries tax on behalf of clients  - Handling documents of employee compensation insurance (ECI), staffs’ life & medical insurance for clients  - Communicating and assist the auditors for audit clients’ accounts  **CWCC CPA**  **Advisor II**  - Handling payroll & payment services for 20 overseas clients  (number of clients’ staffs ranged from 2 to 110)  - Preparing monthly bookkeeping & reports for clients  (Included one US listing Co. HK branch with ORACLE system)  *-* Handling MPF documents and HK salaries tax filing  - Handling administrative work for firm’s partner  - Meetings and presentations for foreign clients, mainly explaining  on the salaries tax and MPF systems in HK  - Auditing jobs  **C.K. Lo & Co. CPA**  **Audit clerk**  - Preparing accounts and audit reports for clients  **Private tutor**  -Teaching primary school students English and Mathematics  -Teaching HKCEE students Accounting  **Dawson (Int’l) E&E Parts Ltd**  **Accounts clerk (part-time)**  - Handling full set of accounts (including AR, AP and petty cash)  - Preparing T/T, cheques, payroll files, budgets & monthly reports  -Handling administrative work  -Preparing the documents for auditors and banks |
| **EDUCATION & QUALIFICATION**  06/2017  09/2009 – 05/2011  09/2007 – 05/2009  09/2005 – 05/2007 | Hong Kong Institute of Certified Public Accountants  Qualification Programme (QP) - Passed Module A, B & D  The Open University of Hong Kong  BBA (Hons) in Accounting  HKUSPACE Community College  Associate Degree (Accounting & Finance Theme)  Maryknoll Secondary School  HKALE passed 5 subjects |
| **SKILLS** | Fluent in Cantonese, good command in English & Mandarin  MYOB, Microsoft Word, Excel, Powerpoint  Driving license for private car AT  Passed Grade 7 Piano (ABRSM) |
| **CURRENT SALARY**  **EXPECTED SALARY** | $17,600 / month (with 1 month notice period)  $20,000 / month |