**Curriculum Vitae - Timothy, Chan Tak Luen**

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**Core Competencies**

My career aspiration is to work smart creating value to the organization that I serve.

I am independent as I had worked in Ireland of Europe for 3 months in one summer. I have also joined various organizations during the summer vacations and I worked as part time staff in several companies during the undergraduate study.

I can communicate effectively in English. I am learning French and German too.

I have the strength to get along with people easily and quickly. I am patient and am eager to learn from others

**Education**

**Bachelor** **(BBA) (2:1 Hon) (2012 - 2014)** Business Administration, University College Dublin, Ireland

**Higher Diploma (HD(BCA)) (2009 – 2012)** Business and Corporate Administration, Chinese University of Hong Kong

**F1 – F5 (2004- 2009)** Secondary, The Y.W.C.A. Hioe Tjo Yoeng College

**French (Grade A2.2)**

Alliance Française de Hong Kong

**German (Grade A2.2)**

Goethe Institut, Hong Kong

**Professional Qualification**

**HKICPA Student Member (S045043)**

**Hong Kong Business Accountants Association Young Council Leader**

**Hong Kong CPPCC Young Association Member**

**Professional Experience**

**JLA Asia Ltd (9/2016 – Current)**

**JLA Asia Limited** is an independent accounting practice specialising in insolvency management, turnaround and restructuring, forensic accounting, and transactional services in the Asia Pacific region. (http://www.johnleesassociates.com/)

**Position: Associate Accountant**

* Work on engagement teams that assist in performing fraud investigations, forensic accounting engagements and financial and economic damages analyses.
* Review accounting records and financial transaction documentation, prepare working papers, participate in interviews and inform seniors and managers of the engagement status.
* Develop and maintain productive working relationships with client personnel and legal counsel.
* Prepare analyses that will be part of the client deliverable.

**BDO – McCabe International Limited (5/2016 – 6/2016)**

**McCabe International Limited** is under BDO HK and is one of the largest international corporate secretarial services companies in Hong Kong, offering a comprehensive range of corporate secretarial services. (http://www.mccabe.com.hk/)

**Position: Associate**

* Organizing and preparing papers for Board, Board committees and shareholders meetings
* Preparing annual/interim reports, announcements, circulars and SFO filings
* Administering and monitoring stock option schemes
* Conducts research/project works as directed from time to time
* Performs company secretarial works for subsidiaries and joint ventures

**Ernst & Young (5/2015 – 2/2016)**

**Ernst & Young Global Limited** (known as **EY**) is a [multinational](https://en.wikipedia.org/wiki/Multinational_corporation) [professional services](https://en.wikipedia.org/wiki/Professional_services) firm headquartered in [London](https://en.wikipedia.org/wiki/London), United Kingdom. It is one of the "[Big Four](https://en.wikipedia.org/wiki/Big_Four_(audit_firms))" audit firms and is the third largest professional services firm in the world by aggregated revenue in 2014.

(<http://www.ey.com>)

**Position: Staff Accountant**

* Prepare, with guidance, technically accurate Human Capital tax return deliverables, properly referenced to supporting documentation
* File documentation and retention (file set-up, referencing, description of tax filing position taken, telephone conversation documentation, notes to reviewer, etc.)
* Perform basic research using appropriate tools, including legislation, databases and publications with guidance
* Communicate with the client for basic information requests as well as the relevant authorities, whenever the need arises
* Preparation of simple advisory memos with guidance

**Baker & Mckenzie (Temp) (2/2015 – 4/2015)**

Baker & Mckenzie is a famous multinational law firm. It is ranked as the world’s top law firm in terms of revenue, market and international lawyer count.

(<http://www.bakermckenzie.com>)

**Position: Billing Clerk**

* Work through masses of legal documents and prepare bills for legal services rendered
* Carry out ad hoc duties assigned

**Glen Dimplex Group, Ireland (summer job) (7/2010 - 9/2010)**

Manufacturer of home appliance, heating, cooling and cooking products, with headquarter in Ireland and over 20 factories in Europe ([www.glendimplex.com](http://www.glendimplex.com))

**Position: Assistant, Group Purchasing Office**

* Translate documents from Chinese into English and vice versa
* Interpret Mandarin and English communications during video / phone conference
* Compare product cost information prepared by different Group Companies
* Visit various factories in Europe for understanding their operations
* Research competent suppliers in Europe for components using in fireplaces

**Language**

* Fluent spoken and written English, Mandarin and Cantonese.
* No IELTS; HKCEE (English Syllabus B: 4; Chinese: 2)
* Fair spoken and written French and German

**Information Technology Skills**

* Microsoft Word, Excel, Power Point and Outlook
* Flash, Dreamweaver and Photoshop
* SAP ERP system

**Availability**

* 7 days notice

**Remuneration**

* Latest Package: HKD 14k
* Expect Package: Negotiable