# Yan Sin Rachel SO +852 6538 5633 [rsachelo@gmail.com](mailto:rsachelo@gmail.com)

# QUALIFICATIONS

**Hong Kong Institute of Certified Public Accountants**

*Student Member (July 2016 – Present)*

* Completed conversion courses required for non-Hong Kong degree holder
* Passed MA Financial Reporting , MC Business Assurance and MD Taxation

## Lancaster University, UK (September 2012 - August 2015)

*Bachelor of Science in Accounting and Finance*

* First Class Honours
* Overall aggregation score : 18.3 out of 24
* Member of Economic Society

## Lancaster University International Study Centre, (2011- 2012)

*Business and Management Foundation Year*

* Averaged score: 80.1% with English (69.3%), Mathematics (92%) and Financial Accounting (94%), Business (83%), Economics (80.5%), and Project and Research Skills (62%)

## St Paul’s Secondary School, Hong Kong, (2006-2011)

*Hong Kong Diploma of Secondary Education*

Electives: Economics, information and communication of technology and combined science of chemistry and physics

## WORK EXPERIENCES

Jones Lang LaSalle Management Services Limited, (October 2015– present)  
*Position: Assistant Accounting Officer – General Ledger*

* Handle full set of account other than the part of account payables
* Month end closing with the preparation of balance sheet, income statement, variance report and debtor and creditors aging report.
* Monthly bank reconciliations and yearly bank balance confirmation.
* Monitor daily cash flow and abnormal outstanding.
* Responsible for final account for terminated projects.
* Liaise with external auditors, bank, surveyors, human resource and building in charges
* Handle clients and tenants enquiries
* Train new joiners of the team and review sub-coordinates settlement and journal entries.

Bachelor Education, (July – August, 2014)  
*Position: Mathematics and Science Tutor*

* Tutored groups of Primary 1 to Secondary 4 students in Mathematics, Physics and Chemistry, responsibly for homework checking and correction of mock tests etc.
* Evaluated students learning and performance and reported to the parents at the end of the course.

## BW Limited, (July -August, 2013) *Position: Assistant Accountant*

* Book keeping, cash flow report, receivable and payable reports, inventory check etc. using MYOB.
* Weekly meeting with other departments.
* Bank reconciliation, commission calculation, preparation of cheque by Excel.

## Lanteck Computer Limited, (June - August 2011)

*Position: Electronic Repairman*

* A member of a phone repair project.
* Responsible for assembling of monitor, assisted other members in other stage when needed.

## SKILLS

Languages:

* Cantonese – Native
* English – Proficient
* Mandarin – Proficient

IT Skills:

* Microsoft Word, PowerPoint, and Excel (vlookup, pivot table, macro and VBA)
* SPSS, SQL, MATLAB, MYOB and MRI