Lau Ka Chun (Echo)

RM2305, 23/F, Tat Shun House, Po Tat Estate,  
Sau Mau Ping, Kwun Tong, Kowloon

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# profile

I am an energetic, detail-minded person. I developed a mature and responsible approach to any task that I undertake, or job that I am dealing with. For last year, I earn an experience in auditing, accounting as well as taxation. I can work under the pressure and try my best to achieve any task in a certain objective on time and with excellence.

# Education

Edinburgh Napier University **Period**

Bachelor of Accounting 9/*2013-2/2015*

Community College of City University **Period**

Association degree 9/*2011-5/2013*

# Experience

Kaplan Partner Service HK Period

Account Clerk 8/2016~8/2017

Main duties performed:

- Assist month-end closing and direct report to Headquarter.  
- Prepare balance sheet schedule, e.g. inter-com account, bank reconciliation  
- Monitor the bank balance and request for pre-funding.  
- Process payment and ensure accounts payable procedures are in compliance with group policy   
-Support annual audit process  
- Ad hoc task, including cash position & payment pattern analyze, support the internal audit.

FrankWong&Co. **Period**

Accountant I (Audit Junior) *3/2015-5/2016*

Main duties performed: Carrying out statutory or special audits, draft an audited financial statement, preparing tax computation and schedules for tax compliance, handling client’s full set of accounts.

# QUALIFICATION, LANguage AND SKILL

Hong Kong Institute of Certified Public Accountant (HKICPA) – Semi-Finalist

**Language –** Fair spoken in Putonghua and English, Well in Cantonese

**Computer skills –** Daceasy, MYOB, MS office

# Expected salary

HK$18,000

# availability

1st Sep, 2017