**Lin Ying Chen Rachel**

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**Career Profile**

Graduate from University of New South Wales Commerce (Accounting):

* Sound accounting & financial concepts, completed all CPA subjects with 4 distinction and 2 credit results.
* Excellent interpersonal skills developed through overseas experiences, well versed with working at a multi-cultural environment.
* Good command of written and spoken Cantonese, English and Mandarin.

**Education & Qualifications:**

**CPA Australia Member** Jul 2015 till current

* Completed all 6 modules
* One more year of work experience to be qualified

**Bachelor of Commerce** Jul 2011 to Nov 2014 **University of New South Wales, Sydney**

* Major In Accounting, International Business

**YWCA Hioe Tjo Yoeng College, Hong Kong** Sept 2005 to Jun 2010

* Hong Kong Certificate of Education Examination
* Commerce & Arts Stream

**Work Experience**

***Assistant Accountant*** Sept 2015 till July 2017**Lane & Associates, Chartered Accounting Firm, Sydney**

* Preparing income tax returns and GST returns for individuals, companies and trusts
* Managing clients’ accounts and preparing year-ended financial reports
* Handling account receivable by issuing invoices and aging summary
* Preparing company registration and company payroll
* Liaising with Australian Tax Office and handling financial queries
* Reconciliation of bank statement and credit card payment

***Administrative Assistant*** Mar 2015 to Sept 2015 **Accountancy Insurance, Sydney**

* Handling, review and revision of letters before sending out to clients
* Reconciliation of clients' data with the company computer system
* Scanning, filing of documents and answering phone calls
* Preparing materials and documents for business conferences

***Accounting Internship*** Jun 2014 to Aug 2014 **C & A Homewares Import Co., Sydney**

* Preparing journal entries
* Handling invoice bills and following up with clients
* Researching the purchase documents for accuracy before processing payment

***Financial Planning Internship*** Dec 2013 to Jan 2014

**AIA International Limited, Hong Kong**

* One month comprehensive training of Wealth Management
* Interviewing the public regarding their knowledge of financial products
* Presenting analysis of client’s financial portfolio in front of the team of 20 seniors

**Extra-Curricular Activities**

* Member of Hong Kong Student Association, Business Society - University of New South Wales
* Fund raising charity events - Girl Scout, Christian Fellowship

**Technical Skills**

* Microsoft Office: Words, Excel - Intermediate
* Accounting Software: MYOB, Xero, HandiSoft - Intermediate
* REST Professional, fileSMART Archive - Basic