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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Resume-Personal Data | | | | | | | | | | | | | | | | |
| Name: | Choi | | | |  | | Yee Ting | | | | | |  | 蔡綺婷 | | |
|  | Surname | | | |  | | First Name | | | | | |  | Chinese Name | | |
| Address: | | Flat A, 6/F, Shun Fai Building, 19 Hau Wo street, Kennedy Town, Hong Kong | | | | | | | | | | | | | | |
| Contact Telephone No: | | | | 9855 8370 | | | | | |  | E-mail Address: | | | choiyeeting@yahoo.com.hk | | |
| **Tertiary Education** | | | | | | | | | | | | | | | | |
| **Institution** | | | | | | **From** | | | | | | **To** | | | | **Major** |
| Macquarie University | | | | | | 25/10/2010 | | | | | | 29/10/2012 | | | | Professional Accounting |
|  | | |  | | | | |  |  | | | | | |  | |
| Date of Graduation: | | | 29/10/2012 | | | | |  | Overall results (GPA): | | | | | | 2.8/4 | |
|  | | | | | | | | | | | | | | | | |
| **Professional Examination:** | | | | | | | | | | | | | | | | |
| **Name of Association** | | | | | | | | | | | | | | | | **Result** |
| Level 2 Certificate in Book-keeping and accounts  CPA Australia | | | | | | | | | | | | | | | | Pass with Distinction  Qualified |

**Working experience**

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| **Intertrust Group Hong Kong**   * 3 - 10/2013 | * Calculate monthly payroll and MPF * Prepare employer tax return * Perform treasury functions * Do some simple accounting & audit jobs |
| **Boardroom Corporate Services (HK) Ltd**   * 11/2013 – 8/2015 | - Open bank accounts for my clients  i) Fill in all the forms,  ii) Collect all the required information from my client,  iii) Gather all the information and then send to the bank  iv) Ask bank’s queries about the bank account opening issues on behalf of the clients  - Prepare monthly, year-end financial and payroll reports  - Prepare employer tax return  - Perform treasury functions  - Renewal of Employees’ Compensation Insurance  - MPF account setup |
| [**PricewaterhouseCoopers Hong Kong**](https://www.google.com.hk/url?sa=t&rct=j&q=&esrc=s&source=web&cd=1&cad=rja&uact=8&ved=0ahUKEwi66ffZ9oHMAhXKq5QKHY0bC98QFggaMAA&url=http%3A%2F%2Fwww.pwchk.com.hk%2F&usg=AFQjCNFriv2n9n6HUiginG2A1TkpjSO5CQ&sig2=RdhQxnzpCdXl9ZQyUJJBTQ)   * 8/2015 - Current | * Prepare management accounts, breakdowns and other reconciliation schedules, cash flow statements and consolidation (full set accounting) * - Perform treasury functions (settle clients’ reimbursement, AP and AR) * Handle payroll and payment processing, MPF calculations * Prepare employer’s returns and notifications * Handle initial accounting / payroll database set up * Liaise with the external parties if required (e.g. banks, MPF service providers, tax authority and auditors, etc.) * Attend to clients’ enquiries |

Current salary: HKD16,650