**RESUME**

**TANG Cheuk Sik, Faith (鄧卓式)**

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Address: Flat 16, 6/F, Block B, Wah Suen House, Ching Wah Court,

Tsing Yi, N.T., Hong Kong

**EDUCATION**

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| **Hong Kong Baptist University**  Bachelor of Commerce (Hons.) in Accountancy  Graduation with Second Class Division One | 2010 - 2012 |
| **HKU SPACE Community College**  Higher Diploma in Business (Accounting)  Graduation with Distinction | 2008 - 2010 |
| **CNEC Christian College**  Form 1 to Form 7  HKALE: 5 subjects passes including Chi(D) & Eng (D)  HKCEE: 8 subjects passes including Chi(B) & Eng (Level 5) | 2001 - 2008 |

**PERSONAL QUALIFICATIONS**

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| **Hong Kong Institute of Certified Public Accountants (HKICPA)**  QP Finalist – 4 modules passed in QP exam  **Intuit QuickBooks**  Intuit QuickBooks Online ProAdvisor Certification (Asia)  **Institute of Professional Education And Knowledge (PEAK)**  Insurance Intermediaries Qualifying Examination  **HKU SPACE Community College**  Principal’s Honours List  **LCCI International Qualifications**  Level 2 Certificate in Computerised Accounting (MYOB) - Pass with Distinction  **LCCI International Qualifications**  Level 3 Certificate in Accounting - Pass with Credit | 2016  2015  2012  2010  2010  2006 |

**EMPLOYMENT HISTORY**

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| **Senior Associate**  **A-Swiss Corporate Services Limited** | February 2016 to present |
| • Responsible for full set of accounts and general administrative duties independently  • Liaise with auditors and prepare tax filing documents  • Arrange set up of companies and opening of bank accounts  • Handle full range of company secretarial matters | |
| **RESUME**  **TANG Cheuk Sik, Faith (鄧卓式)** | |
| **Accounts Clerk**  **R K Corporate Services Limited** | March 2015 to December 2015 |
| • Prepare monthly management accounts and reconciliations  • Prepare annual financial statements and related schedules  • Assist in in-house account department by data input, issue invoices, prepare vouchers and documents filling | |
|  | |
| **Accounts Clerk**  **Dah Chong Hong, Ltd** | February 2014 to February 2015 |
| • Prepare for payment process and verified supporting documents  • Prepare account vouchers and goods return reports  • Perform cost and price checking in POS system  • Assist in month end closing | |
|  | |
| **Audit Assistant**  **Philip Poon & Partners CPA Limited** | October 2012 to December 2013 |
| • Handle audit assignments  • Compile of financial statements  • Perform profit tax computation | |

**LANGUAGE ABILITIES**

Spoken Languages: Cantonese, English, Mandarin

Written Languages: Chinese, English

**COMPUTER SKILLS**

PC skills: MS Office, Chinese Word Processing

Accounting Software: Peachtree, QuickBooks, MYOB, Oracle, POS

**LATEST SALARY**

$17,000 per month

**EXCEPTED SALARY**

$20,000 per month and negotiable

**DATE OF AVAILABILITY**

2 weeks notice