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| **Ip Ka Man**  **Flat 2803 28/F, Chun Kwai House, Kwai Chung Estate,N.T., Hong Kong**  **67632158 kamaniphk@yahoo.com.hk** | |
| Objective | To obtain a junior accountant with an emphasis on bookkeeping, taxation and financial analysis. |
| **Professional Qualification** | |
| **2011-2012**  **2010**  **2008** | ***Association of Chartered Certified Accountants (ACCA) -Student Membership***   * Fundamental Level : 1-6,8-9   + Grade: Exemption * Fundamental level : 7   + Grade : Pass * Professional level : 1,3   + Grade : Pass   ***Hong Kong Institute of Accredited Accounting Technicians***   * Paper : 1,2,4   + Grade: Exemption * Paper : 5   + Grade : Pass   ***LCCI International Qualification***  Level 2 Certificate in Book-keeping and Accounts   * Grade : Pass with Credit |
| **Working Experience** | |
| **26 May 2015**  **-Present** | ***The Red Flag Group (HK) Limited*** , **Junior Accountant**   * Performing day to day financial transactions such as account payable function, expense claim reimbursement, corporate card processing, bank reconciliation and fixed assets. * Handled VAT/GST return, liaising with overseas accountants, maintaining full set of books for the small & some large companies with the group * Assisting in month-end closing procedures and internal management reporting :  1. Reconciled inter-co reconciliation scheduled per month 2. Reconciled monthly accrual summary 3. Calculated and Posted transfer pricing in Navision per month 4. Reconciled monthly cash disbursement report 5. Reconciled monthly cogs schedule  * Analysing and liaising with supplier in regards to invoices. * Handing accounting receivable requirement * Handling gorilla (expense claim) software * Travelled to Manila Office * Implementation for NAV linked with HSBCnet * Filed documentation such as journal * Copied payment invoice for keep record * Performed book-keeping task using Excel and Navision * Ad-hoc |
| **8 Apr 2013 –**  **24 May 2015** | ***Glory Sky Global Markets Ltd,* Accounts Assistant**   * Issued cheque payment, TT, chats * Reimbursed expenses * Calculated Agency Allowance * Filed documentation such as voucher * Copied payment invoice for keep record * Updated daily bank reconciliations * Updated daily and monthly counter party * Updated daily net equity * Updated fixed assets registrar every year * Performed book-keeping task using Excel and Peachtree * Ad-hoc |
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| **1 Aug 2011 -27 Oct 2011** | ***REVLON( Hong Kong) Limited,* Temp Account Clerk**   * Filed monthly sales invoices * Copied payment invoice for keep record * Updated daily bank reconciliations * Updated monthly sales * Performed book-keeping task and monthly ended using Excel and internal accounting software |

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| **Education** | |
| 2011-20132008-2011 **2003-2008** | **University of Wales in collaboration with PolyUSPEED**  BA (Hons) Business Accounting  Core Subject: Financial Reporting, Taxation, Auditing, Law  Grade: Second (Upper) Honour Degree  **Hong Kong School of Commerce**  Higher Group Diploma in Accountancy  Diploma in Accounting Studies  **CNEC Lee I Yao Memorial Secondary School**   * HKCEE 6 subject passed |
| **Awards and Activities** | |
| **2011**  **2010**  **2008-2010** | ***Hong Kong Institute of Accredited of Accounting Technicians***   * Participated in HKIAAT Accounting and Business Management Case Competition 2010-2011 (Tertiary Group)   ***Hong Kong School of Commerce***   * Participated in P&L Associated Workshop   + Introduction to CSA Professional Plus   ***Association of Charted Certified Accountants (ACCA)***   * Participated in ACCA Hong Kong Business Competition |
| **Language and Skills** | |
| **Language**  **Computer Skills**  **Leadership** | Fluent spoke and wrote in English, Cantonese, Mandarin, Beginner spoke and wrote in Korean  Company Secretarial Software, MYOB, MS Office(VLOOKUP & Pivot Table), Peachtree, Microsoft Navision 2013 R2  House Committee Member, Red Cross |
| **Available date**  **Expected Salary** | 1 month notice  Negotiated |