**KA MING HO**

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| **Personal details** |  | Mobile: 9886 7877  Email: [Kho704@aucklanduni.ac.nz](mailto:Kho704@aucklanduni.ac.nz) (If I cannot pick up the call, please email, whatsapp or leave a text to me, I will contact you back as soon as I can. Thanks!)  Address: Unit 1001, Tower 3B, Century Link, Tung Chung, Lantau Island  Visa: Hong Kong residence  Date of birth: 9th April, 1995, 22 years old  Gender: Female |
| **Professional summary** |  | Been to New Zealand for education reason for six years. Accounting assistant with 6 months of experience in clarifying business requirements, reducing costs, recording transaction history and doing the wage statement. Also, an excellent track record of serving mainland clients, and extensive background in China. |
| **Personal Character** |  | * Hard working and efficient * Extroverted and enthusiastic * Raconteur * Polite and helpful * Responsible * Compassion and empathy * Always stand in other’s shoes * Respect others |
| **EDUCATION** |  | The University of Auckland, JAN 2014- NOV 2016Double majors in Accounting and Finance  * Bachelor of Commerce * Top university in New Zealand * Rank 81 in the QS World University Rankings 2016 * Rank 37 in the QS World University Rankings by Accounting and Finance 2016 |
| **Experience** |  | Accounting Assistant, *SHENZHEN HONGXINFU JEWELLRY CO., LTD.* 2016 November - Present   * Worked collaboratively with internal parties in the region to acquire or provide information needed for analysis, reporting. * Actively engaged in promoting jewellery products to customers, building good relationship with customers. * Conducted monthly analyses of the company’s financial conditions and discussed them with management to seek profitable opportunities * Interpreting financial and operational forecasts, reports. |
| **ACHIEVEMENTS** |  | Reducing 50% time in financial reporting and analysing.  * Successfully generating extra sales revenue. * Introducing new human resource management strategies to improve the relationship between managers and other staffs and increase productivity. |
| **computer skills** |  | Microsoft Office (Word, PowerPoint, Excel) |
| **languages** |  | Cantonese (Proficient)　|　English (Fluent)　|　Mandarin (Proficient) |
| **availability** |  | One week’s notice  Available for interview from 31st May,2017 |