**Curriculum Vitae**

**Personal Details**

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| Name: | WAI Ka Mun Elena (衛嘉敏) |
| ID Number: | P661107(2) |
| Date of birth: | 16 November 1991 |
| Telephone: | 68923586 (Mobile) |
| Email | elenawai@yahoo.com.hk |

**Education**

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| 04/2013-08/2015 | The Open University of Hong Kong | Bachelor Degree of Business Administration in Accounting |
| 09/2009-09/2012 | School of Continuing &Professional Studies ,  The Chinese University of Hong Kong | Higher Diploma in Business and Corporate Administration |
| 09/2008-08/2009 | Li Ka Shing Institute of Professional and Continuing Education, OUHK | Yi Jin Certificate |
| 09/2003-08/2008 | Saint Too Canaan College | Complete F.5 |

IELTS :

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| Total scores | 6.5 |

**Working experience**

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| Date | Company Name | Position | Salary |
| 05/2016-Present | Sinolink Securities (HK) Co Ltd | Assistant Accounting Officer | $18,500/per month |
| Job Description: -Assist in Budgeting and Forecasting;  -Prepare daily & monthly financial reports and handle full set of account;  -Prepare SFC daily and monthly FRR reports;  -Prepare month-end closing related schedules and regular accounting reports;  -Supervise sub-ordinate’s works;  -Communicate with the banks regarding to Margin Loan and IPO Financing;  -Analysis the group financial performance | | | |

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| Date | Company Name | Position | Salary |
| 09/2015-3/2016 | Frontier Financial Group Ltd | Assistant Accounting Officer | $15,000/per month |
| Job Description: -Responsible for payment, book-keeping and bank reconciliation;  -Assist in Budgeting and Forecasting;  -Prepare daily vouchers, review payment requisition;  -Prepare payment cheques;  -Prepare monthly financial reports and handle full set of account;  -Prepare SFC FRR reports;  -Prepare month-end closing related schedules and regular accounting reports;  -Calculate the brokerage commission;  -Admin and adhoc duties;  -Handle corporate secretary matters for the company | | | |

**Skills:** Chinese typing (20wpm), English typing (35wpm), MS Word, Excel &PowerPoint, Oracle – Peoplesoft, Sunsystem, MYOB, Flexsystem

**Languages:** Cantonese, English, Mandarin, German

**Interests:** Reading, playing basketball

**Expected Salary:** $22,000 (Negotiable)

**Availability:** 1 Month notice