**Benjamin Cheuk Bun Au, CPA**

3/F, No. 28 San Hing Tsuen, Lau Fau Shan, Yuen Long, Hong Kong (852)9579-1787 benjaminau53@gmail.com

**Education**

**Brigham Young University- Hawaii** *Laie, Hawaii*

Bachelor of Accounting, Corporate Finance, and Hospitality Hotel Management-Triple Majors (*Cum Laude)* Jan 2007-Dec 2010

* GPA 3.53 Overall, 3.95 in the last 60 credits

**Experience**

**TMF Hong Kong Limited**

***Senior Accountant*** *Causeway Bay, Hong Kong*

* Supervise junior staff and review draft deliverables. Apr 2016-Present
* Handle full set of books, annual financial statements and other tailor made management reports/ financial analysis.
* Audit liaison
* Maintain relationship with clients.
* Assist Senior Manager / Manager to implement internal control procedures.
* Preform consolidation for entities with subsidiaries
* Review/Perform monthly payroll and vendor payments

**Lockheed Martin Global, Inc.**

***Accountant*** *Wan Chai, Hong Kong*

* Handled full set of accounts for Philippines branch. Mar 2014-Jan 2016
* Liaison with external auditors and tax advisors for Guam and Philippines branch offices
* Reviewed AP process and adjustment entries submitted by Australia and Singapore teams
* Performed monthly AP invoices payments and data posting to SAP timely for New Zealand, China, Hong Kong, Philippines, Taiwan, Thailand and Indonesia entities
* Provided web/in person Concur application training and support to Australia, United Kingdom, Greece, Romania, Egypt, Germany, Hong Kong, Italy, Japan, Korea, Netherlands, New Zealand, Singapore, Spain, Belgium, Israel, Poland, and Turkey employees
* Created Cognos Reports from the Concur application for management
* Monitored Concur system (Travel Expense Reporting and Reimbursement SaaS application

***Accountant Associate*** *Wan Chai, Hong Kong*

* Timely processed the monthly 100+ AP invoices for LMGI-- Australia, China, Philippines Mar 2012-Mar 2014
* Accurate in applicable FI journal entries and cash book.
* Assisted in the annual statutory E&Y audit for LMGI-Australia, China, Philippines.
* Assisted in the timely submission of the required schedules for the annual statutory audit and the filing of the corporate income tax return.
* Performed the monthly account reconciliation for LMGI-Philippines.
* Provided Concur training and support to over 50 employees
* Concur Application Administrator for International operations

**Brigham Young University Hawaii**

***Supervising Compliance Auditor*** *Laie, Hawaii*

* Acted as executive secretary to the Working Compliance Committee Jan 2011-Jan 2012
* Supervised the work of undergraduate auditors and directed reports to the committee.
* Assisted various university departments to compliance with policies and procedures as well as federal and state regulations
* Interviewed managers and staff and documents results of interviews.
* Evaluated key processes to identify key risk areas. Identified and assessed control activities to determine adequacy.
* Tested controls. Documented results of audit work. Developed reasonable and effective recommendations.
* Documented audit work in professional work paper standards.
* Wrote reports to management and executive level recipients.

**Personal**

* Certified Public Accountant—New York State Education Department, License 114888
* Native speaker of Cantonese. Proficient in English.
* Proficient in Microsoft Office Suite (particularly Word, PowerPoint, Excel and Visio) and 10 keys
* Worked with accounting system such as SAP, Flex, View Point, MYOB
* Prepared US Tax returns for international students