**Resume**  
Alex (Ying Fung) Wong  
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**CAREER OBJECTIVE**  
A newly qualified accountant seeking a position to employ my knowledge and experience with the intention of securing a professional career with opportunity for challenges and career advancement, while gaining knowledge of new skills and expertise.

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| **KEY SKILLS** |
| * Member of CPA Australia (2017) * Intermediate user of MS Office - Excel (i.e. Pivot Table/ Vlookup), Word, PowerPoint and Outlook, as well as MYOB, QuickBooks, Xero (i.e. Accounting software) * Competent in Cantonese, English and Mandarin, both written and verbal |

**PROFESSIONAL AND EDUCATIONALQUALIFICATIONS**

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| **Post-graduate** |  |
| **Mar 2017** | Member of CPA Australia |
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| **Tertiary** |  |
| **Jan 2009 – Dec 2012** | The University of Melbourne (Australia)  Bachelor of Commerce  Major area of study: Finance |
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| **Secondary** |  |
| **2006 – 2008** | Glen Waverley Secondary College (Melbourne, Victoria, Australia)  Completed Victorian Certificate of Education (VCE) **ENTER SCORE: 96.55/ 99.95** |
| **2003 – 2005** | CNEC Christian College (Hong Kong)  Form 1 – Form 3 |

**PROFESSIONAL EXPERIENCE**

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| **October 2013 – June 2017**  **Accounts and Payroll Officer – Williams Boag Architects Pty Ltd (Australia)**  **Responsibilities -** regular user of MYOB AccountRight v19, Xero and ArchiOffice  **Accounts Officer**   * Managed day-to-day Accounts Payable and Accounts Receivable activities * Responsible for billing and reviewing debtors aging reports, and performed follow up action as required * Verified invoices against purchase orders and ensured invoices were signed off by the project leader before inputting into system with the correct job numbers, this is to ensure the costing is being properly captured for profitability analysis for senior management review * Liaised with vendors and customers and negotiated due accounts * Completed bank and credit card reconciliations, and ensured any discrepancies are immediately managed * Assisted Supervisor in preparing and lodging monthly IAS (i.e. Income Activity Statements) and quarterly BAS (i.e. Business Activity Statements) to Australian Taxation Office * Prepared month-end closing journals and review monthly P/L and balance sheet accounts.   **Payroll Officer**   * Familiar with Australia Taxation Law, Wages Awards (about the Employment terms and conditions) and Workers Compensation Act * Responsible for payroll preparation and leave accrual calculation (i.e. Annual Leave, Sick Leave, Long Service Leave) * Prepared and lodged annual Workers Compensation Insurance Declaration and quarterly Superannuation Contribution * Assisted Supervisor in preparing and lodging monthly State Payroll Tax and End of Year Payment Summary (i.e. PAYG, Termination & Redundancy Pay) to Victoria State Revenue Office and Australian Taxation Office   **Achievements**   * Negotiated a 12 months payment plan with the Australian Tax Office for due tax liabilities * Recovered $15,000 outstanding accounts which are over 120 days old * Reduced overhead costs by 50% by renegotiating utilities costs with existing suppliers |

**REFERENCES**

Available upon request