**Resume**

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| **Personal Details** |  |  |
| Name | : | **YU Yvonne** (**余致黎**) |
| Date of Birth | : | 26/11/1982 |
| Phone | : | (Mobile) **(852)9761 8617** |
| E-mail | : | yvonneyu1126@gmail.com |
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| **Personal Summary** | | |
| Qualified CPA from PwC HK, an International CPA firm - PricewaterhousesCoopers Limited. Process strong business knowledge and analytical skills, which can work independently. Always maintain a mature, gracious and professional manner when communicating with people. | | |
| **Summary of Qualifications:**   * Experienced in fund administration, FRR reporting, financial and management reporting, financial analysis, budgeting and periodic forecast * Experienced in human resources and payroll procedures in compliance with local regulations * CPA Australia Membership * Familiar with Hong Kong Financial Reporting Standards, Hong Kong Auditing Standards and International Financial Reporting Standards * Great ability to establish and maintain effective working relationship with co-workers * Strong knowledge and skills in Microsoft Office especially in Microsoft Word and Excel | | |
| **Working experiences** | | |

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| 3/2015 to present |  | **TR Capital (SFC Licensed)**  **Financial and Administration Manager**  **Company’s profile**  Established in 2007, TR Capital (<http://www.tr-capital.com>) is a leader in Asian mid-market private equity secondary in-vestments. It focuses on Secondary direct and secondary fund transactions.  Fund accounting   1. Preparation of financial statement for the Fund and co-investment vehicles, including FRR reporting to SFC (Type 9 License) and payroll functions 2. Manage day-to-day operation of payment, cash management, filing of corporate documentations 3. Prepare annual budgeting and analyze financial and operational results 4. Lead the compliance monitoring functions (e.g. SFC compliance; KYC procedures) 5. Manage the year-end statutory auditing process and annual tax filing   Fund Administration   1. Compile quarterly fund NAV 2. Assist in the preparation of quarterly fund financial statements and investor reporting package 3. Prepare capital call, distributions and monitor cash flow   Office management   1. Take responsibility for HR matters (MPF, annual leave record, employee tax returns) 2. Assist in bank related works and company secretarial matters |
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| 8/2013 to 3/2015 |  | **Melco Crown Entertainment**  **Assistant Manager, Human Resources**  **Company’s profile**  Melco Crown Entertainment (SEHK: 6883) is an owner and developer of casino gaming and entertainment resort facilities that are focused on the rapidly expanding gaming market found in Asia.   * Acted as a Human Resources Partner in HK office to carry out the day-to-day operations of the human resources functions and duties, including  1. Recruiting and staffing logistics; 2. Performance management and improvement tracking systems; 3. Compensation and benefits administration and recordkeeping; 4. Maintain employee files and the HR filing system; 5. Prepare monthly bonus provision for HK and consolidated level; 6. Prepare monthly analysis on salary by department and compare with budget; 7. Ensure all employments are in compliance with local regulations; 8. Check leavers’ last payment calculation and arrange exit interview; 9. Arrange medical insurance and MPF enrolments for all employees; 10. Assist in equity administration and data verification;  * Worked on the new project for MCE Leisure (Philippines) Corporation  1. Prepare scenario analysis for candidate requested by BU (including salary, bonus and tax computation between different countries); 2. Prepare all on-boarding arrangement for all expats (including arrangement of background check and work visa application); 3. Check the bonus calculations with all employment contracts; |

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| 5/2010 to 8/2013 |  | **Chiomenti Studio Legale**  **Accounting Manager (with effective from 1 July 2013)** |
|  |  | **Senior Accountant (5/2010 to 6/2013)** |
|  |  | **Company’s profile**  Chiomenti Studio Legale is an international law firm providing integrated legal advice with the goals of assisting clients to clearly understand the legal variables affecting their business decisions and turning efficient legal structures into a competitive advantage. It has over 300 attorneys and tax advisers and has offices in Rome, Milan, Turin, London, Brussels, New York, Beijing, Shanghai and Hong Kong. |
|  |  | * Prepared full sets of accounts including the tax schedule and manage the monthly financial and management reporting, ensure report accuracy and timely submission to Head Office; * Prepare monthly and annual budget; * Assist in year-end audit and tax filing preparation; * Prepare billings for lawyers and provide weekly AR report for follow up process; * Monitor and ensure efficient use of resources and manage budgetary and accounts payable functions; * Assist in monitoring and controlling the expense payments, daily general ledger and month-end closing; * Manage and develop team’s expenditure within agreed budgets; * Perform monthly analysis on income and expenses by nature; * Handle regular HR & Admin routine duties including arrangement of payroll and MPF for all lawyers and support staff; * Assist in anti-money launching procedures for folder opening of all clients in Hong Kong; * Resolve financial accounting issues for new systems including changeover, implement new accounting standards and policies. |

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| 1/2008 – 4/2010 |  | **PricewaterhouseCoopers Limited** |
|  |  | **Senior Associate Year 3 (10/2009 – 4/2010)** |
|  |  | **Senior Associate Year 2 (10/2008 – 9/2009)** |
|  |  | **Senior Associate Year 1 (1/2008 – 9/2008)** |
|  |  | **Company’s profile**  PricewaterhouseCoopers Limited is a global network of professional firms providing audit, tax, and advisory services; with an industry focus in China has fifteen offices in the PRC, Hong Kong and Macau, with more than 9,000 professionals. |
|  |  | * Prepared **audit report** for each engagement * Prepared **audit planning memorandum** for different engagement * Understood, evaluated and validated of the **internal control procedures** for different engagements * Controlled and monitored **subordinates** to complete working paper * Liaised with **client’s financial controllers and chief accountants** * Prepared and reviewed **consolidated spreadsheet** and **working papers** * Identified **material audit issues and reported** to engagement managers |

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| 11/2005 – 12/2007 |  | **HLB Hodgson Impey Cheng** |
|  |  | **Senior Accountant I (4/2007 – 12/2007)** |
|  |  | **Accountant II (4/2006 – 3/2007)** |
|  |  | **Accountant I (11/2005 – 3/2006)** |
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| 5/2005 – 11/2005 | : | Chan, Chee, Cheng & Co. |
|  |  | Audit Intermediate |
| 5/2004 – 5/2005 | : | Peter Chan (CPA) Limited |
|  |  | Audit staff |
| 8/2003 – 4/2004 | : | ING Life Insurance Company (Bermuda) Limited |
|  |  | Financial planner trainee |
| **Education Background and Qualification** | | |
| **Qualification** | : | CPA Australia |
| 09/2004-07/2005 |  | City University of Hong Kong, Postgraduate diploma in Professional Accounting |
| 09/2001-07/2004 | : | City University of Hong Kong |
| Awarded |  | BBA (Hons) Finance, minor in accountancy with second class honors |
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| **Language and Skills** | | |
| Language | : | English (IELTS – Band 7), Fluent in Chinese & Putonghua,  Able to have daily conversation in Italian |
| Computer Software | : | MS Office, Peachtree Accounting software, AX, Lotus Notes |
| Typing Speed | : | (English) 60 wpm (Chinese) 50 wpm |
| Availability | : | 3 months notice |
| Current Salary | : | HK$48,000 (13 months + discretionary bonus) |
| Expected Salary | : | HK$55,000 to HK$60,000 (13 months + discretionary bonus) |
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