WORKING EXPERIENCE

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**The Hong Kong and Shanghai Banking Corporation Limited** (Hong Kong)

Position: Assistant Manager 12/2014 - present

- Assist offshore team to complete valuation and keep the accounting profile for Fund   
(P/E fund and ETF with QFII/RQFII/MMA/QDLP)

- Assist to monitor the client are comply with the AML obligation requirement, KYC requirement, SFC rules and regulatory requirement

- Assist to handle the enquires from auditor, client and senior management

- Handle ad-hoc projects as assigned by supervisor including new product/new fund

**Yuanta Asset Management (H.K.) Limited** (Hong Kong)

Position: Settlement Officer 10/2013 – 12/2014

- Assist to calculate valuation and keep the accounting profile for Fund (alternative product)

- Handle daily settlement (Equity, Futures and Fund) and corporate actions activities,  
 ensure all instruction from clients are timely and efficiently executed

- Custody management including inward and outward payments processing

**The Hong Kong and Shanghai Banking Corporation Limited** (Hong Kong)

Position: Senior Fund Accountant 04/2011 – 10/2013

- Participate in valuation migration project (hedge funds, fund of funds)

- Assist offshore team to complete valuation and keep the accounting profile for Fund

- Monitor reconciliation process for portfolio holdings and cash position

**ZYCPA** (Hong Kong)

Position: Junior Auditor 08/2009 – 11/2010

- Prepared audited financial statements and perform analytical review (US Listed Co.)

- Managed clients’ tax affairs including tax computation and filing

- Provide audit procedures and assist audit team to facilitate the audit work done

- Performed control testing on different cycle, such as sales, purchase, stock turnover etc.

EDUCATION

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Hong Kong Shue Yan University (Hong Kong) **- First Honour** 09/2005 – 05/2009

Degree: Bachelor of Commerce (Honours) in Accounting

Concentrated areas: Accounting, Auditing, Business Law, Marketing and Taxation

Tuen Mun Catholic Secondary School (Hong Kong) 09/1998 – 07/2005

HKALE (Full certificate): Grade E in English & Grade D in Chinese; HKCEE

AWARDS AND PROFESSIONAL MEMBERSHIP

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**Recognised accounting and auditing qualification under HKICPA**

**Finished and Passed all exam Section under HKICPA QP Programme**

**Hong Kong Institute of Certified Public Accountants Scholarship** 2006 – 2007

**國家語委普通話水平測試三級甲等** 2006 – 2007

LANGUAGE AND COMPUTER LITERACY

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- Fluent in Mandarin, English and Cantonese

- MS Office (Excel, Words, PowerPoint, Access and Outlook)

- Accounting software (Daceasy, Geneva)

AVAILABILITY

Date: Negotiable