**Resume**

**1. Personal Particulars**

Name: Ho Yuk Man, Tracy 何鈺雯

Marital Status Single

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E-Mail: hym315@gmail.com

Address: Flat B, 14/F, BLK 4, Broadview Garden

Tsing Yi, N.T., H.K.

**2. Summary of Education**

2008- 2010 **Edinburgh Napier University –**

BA HONS ACCOUNTING

with Second Class Honours (1st Division)

2005-2007 **The Hong Kong Polytechnic University –**

**Hong Kong Community College**

Associate in Business(with Credit)

Majoring in Accounting and Financial Management

1998- 2005 **Lok Sin Tong Ku Chiu Man Secondary School**

**HKALE**

**HKCEE**

**3. Professional Qualifications and Examinations**

2017 **Student Member of HKICPA** (Passed for all Modules)

1. **HKIAAT – Accounting Technician Examination**

Paper 4 IT Applications in Accounting Pass with Distinction

Paper 7 Advanced Accounting Pass with Credit

Paper1,2,3,5,6,8 Exempted

1. **LCCI Level 3 Certificate in Accounting**

Pass with Distinction

2002  **LCCI Level 1 Certificate in Book-keeping**

Pass with Distinction

**4. Working Experience**

**Intertrust Resources Management Limited**

**(previously known as Elian Fiduciary Services (Hong Kong) Limited)**

*(Private Equity Fund Administration)*

Jul 2016 – Now **Senior Fund Accountant/ (Fund Accountant) – Permanent Position**

* + - Address Corporate, Institutional or Individual Investors' Questions and Requests
    - Assist in KYC process
    - Issue Drawdown Notice or Distribution Notice
    - Maintain Financial Books and Records in Investran
    - Prepare both Fund level and SPV level Financial Statements based on US GAAP and IFRS
    - Prepare Partner Capital Statements
    - Prepare calculation on MGT fee, Carried Interest and Waterfall in accordance with LPA.
    - Coordinate Audit Processes and address Enquiries
    - Assist clients with other reporting, such as CRS, FATCA, K1, AIFMD etc.

**Augentius (Hong Kong) Limited***(Private Equity Fund Administration)*

May 2015 – Jun 2016 **Client Services Assistant Accountant – Permanent Position**

* + - Address Corporate, Institutional or Individual Investors' Questions and Requests
    - Process KYC and Compliance on Limited Partners (LP)
    - Issue Drawdown Notice or Distribution Notice
    - Maintain Financial Books and Records in Investran
    - Prepare both Fund level and SPV level Financial Statements based on US GAAP and IFRS
    - Prepare Partner Capital Statements
    - Coordinate Audit Processes and address Enquiries
    - Assist in CRS/FATCA
    - Ensure the Deliverables to client tied to the Checklist which complies with SSAE16

**The Dairy Farm Company Limited***(Retail of FMCG)*

Nov 2013 – May 2015 **Accounting Officer – Permanent Position**

* + - Responsible for the Month End closing(Oracle) for all Macau 7-11 stores and part of HK 7-11 stores
    - Handle Franchising Accounting (Net Worth Calculation)
    - Process Large amount of non-trade AR and AP invoices
    - Prepare monthly schedules for Monthly Balance Sheet Meeting with Operation Finance Department
    - Prepare Annual and Interim Reports of Macau 7-11 and some Dairy Farm offshore Subsidiaries
    - Assist in System change from Oracle to SAP Project (for the workflow and account mapping) [UAT]
    - Liaise with Internal and External Auditors
    - Prepare Annual Accounts, Tax Computation, Auditor Schedules and Turnover Certificates

Mar 2013 – Nov 2013 **Accounting Officer – 1 year Contract**

* + - Responsible for the Month End closing(Oracle)
    - Supervise 4 Subordinates in China and Review their works
    - Manage all 7-11(both HK and Macau) Rental Payment and have Reconciliation with Landlord
    - Prepare Cashflow Forecast
    - Analyze the Rental Variance Report and have Meeting with the colleagues in Property Department on monthly basis
    - Handle Bank Guarantee for Leased Property of 7-11
    - Assist in the Lease Management System project(Tririga by IBM) and take part in the User Acceptance Test [UAT]
    - Handle Bank Transactions and Reconciliations
    - Assist in the Internal Audit Procedures in various sectors like Stock Take, Cash count and AP invoice checking.

**Hermes Asia Pacific Limited** *(Retail of Luxury goods)*

Aug 2012 – Dec 2012 **Assistant Accountant - Contract for Maternity Leave**

* + - Responsible for the Month End closing
    - Manage 7 Boutiques’ Sales in Hong Kong and Macau(AR) and Supplier Invoices(AP) in the ERP(iScala)
    - Reconcile the various monthly receipts(e.g. Global Payment, EPS, Cash, Gift Voucher, Mall Voucher) with the POS
    - Handle Staff Expense Claims and 10 Boutiques’ and Offices’ Petty Cash
    - Responsible for the Inter-Company transactions
    - Monitor the Prepayment and Accrual Accounts by reviewing Account Schedule (GL)
    - Prepare the Budgeted Marketing Report and liaise with the colleagues in Marketing Department for the Variances
    - Take part in the stock take

**Gulf Oil Marine Ltd.** *(Trading Lubricant Oil for Marine Vessels)*

Feb 2011 – May 2012 **Senior Accounting Officer(AP) – Permanent Position**

* + - Assist in the change of ERP(ABUS or Epicor) project by giving the Overview of Business Flow
    - Supervise 2 Subordinates and double check their entries done in the ERP and their reconciliations with suppliers’ SOA
    - Analyze the Margin per order from the Cost and Sales(CAS) Report
    - Prepare Account Payables Reports weekly for management review
    - Ensure all AP bookings done in the ERP before Month-End Closing
    - Monitor the Provisions Accounts(GL) and make sure properly booked and reversed on a monthly basis
    - Assist in both External and Internal Audit, e.g. prepare Summary Schedule

Jun 2010 – Feb 2011 **Sales Administration Officer(AP) – Permanent Position**

* + - Manage Supplier Invoices in the ERP (BOS)
    - Responsible for the Inventory Control in the ERP
    - Prepare Payment to Suppliers via internet banking (HSBC), Import Loan or Cheque
    - Do the suppliers’ and Inter-Company reconciliations
    - Follow up Suppliers’ Enquiries

Mar 2010 – Jun 2010 **Sales Administration Officer(AR) - Contract for Maternity Leave**

* + - Responsible for Debt Collection and the corresponding entries in ERP (BOS)
    - Send Statements of Account(SOA) and Reminders to Customers by email
    - Handle Letter of Credit
    - Prepare Write-off entries and related Supporting Documents for proper Filing
    - Issue Invoices to Customers

**5. Skills and Others**

Spoken Language(s) Cantonese, English, Mandarin

Written Language(s) Chinese, English

Typing Speed (English) 60 wpm; (中文) 30 wpm

Skills Computer: Good Knowledge in MS Office (Word, Excel, PowerPoint) and Macro application

Accounting System Oracle, Investran, MYOB, Daceasy, self-developed ERP (Epicor, iScala and ABUS)

POS System Cegid, MMDS

Availability Two-month Notice

Expected Salary 38K per month

Present Salary 30.1K per month