

**MR. WONG YIN BIL JUSTIN, MBA, CPA黃賢驃**

**PHONE: (852) 9761 3284 E-MAIL:**[justinybwong@hotmail.com](mailto:justinybwong@hotmail.com)

**CURRENT SALARY:** HK$45,000/month **EXPECTED SALARY:** HK$50,000/month

**AVAILABILITY:** Immediate

**PERSONAL STATEMENT**

A qualified accountant (CPA) and a MBA graduate seeking an Accounting/Finance position with proven years of real estate experience in a private equity firm as an Analyst, as well as being an Accountant and Audit senior in various firms.

Justin Wong is experienced in trust accounting, entity accounting, IFRS/GAAP compliance and financial analysis for various projects, reconciliations, cash flow management, as well as forecasts and budgeting.

Justin was involved in managing the performances of properties, ranging from hotels, offices, residential located across Asia, UK, and USA. Also experienced in market research, investment opportunities appraisal and due diligence in new acquisitions.

While his tenure at JLL, not only he had gained extensive experience in delivering premium Asset Management Services to overseas institutional private equity firms such as Blackstone, MapleTree; Carlyle Group, as well as ultra-high net worth investors in Asia, but he also had been consistently adding value & returns to his client’s assets. He was also involved in assisting an institutional fund house for listing its Real Estate Investment Trust on the Main Board of the Singapore Stock Exchange.

Prior to joining JLL, Justin was an Analyst at Walt Disney, focusing on budget planning and financial forecasting using financial data analysis results gathered from SAP and Hyperion. Justin also worked in a CPA firm as an Audit senior, as well as holding several accounting roles in various manufacturing companies.

Specialties: Acquisition / Disposal Opportunity Assessment (incl. Due Diligence & Financial modeling on both project and entity levels); Budgeting and forecasting; Account consolidation, Tax reporting

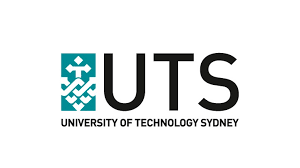
Strong project management skills

Property management experience (incl. office, hotels, and residential buildings)

Generate various asset enhancement initiatives (e.g. CAPEX, renovation)

**EDUCATION & PROFESSIONAL QUALIFICATION**

2013 Aug 31 Qualified member of **Hong Kong Institute of Certified Public Accountants (HKICPA)**

2006 Jul 15 **University of Technology, Sydney (Australia) (UTS) **

Master of Business Administration (MBA) - Professional Accounting

2002 Oct 25 **University of New South Wales, Sydney (Australia) **Bachelor of Arts – Human Resource Management and Social Science and Policy Research

1998 Dec **The Scots College, Bellevue Hill, Sydney (Australia) **

Higher School Certificate (Year 12)

1996 Dec **The Scots College, Bellevue Hill, Sydney (Australia)**

School Certificate (Year 10)

**WORK EXPERIENCE**

Jul 31 2017–Present **Rich Elite Group Limited**

Accounting Manager

Rich Elite Group Limited is a Hong Kong based boutique investment firm with real estate investment projects in Hong Kong, China, Taiwan, Portugal, USA and Canada

* Responsible for all accounting functions, financial planning and analysis, budgeting / forecast, daily treasury function, cash flow and tax related issues;
* Manage the overall processes required in the department, supervises and guides the team in all aspects of the job;
* Responsible of managing all aspects of project finance;
* Responsible for month consolidations, costing, budgeting and management reporting;
* To liaise with auditor for annual audit

Mar 15 2017–Jul 15 2017 **Evershine Group Holdings Limited (8022.hk)**

Assistant Manager of Investment Finance

 Evershine Group Holdings Limited is listed on the GEM board of The Stock Exchange of Hong Kong Limited on 13 August 2001 with a stock code of 8022. Evershine Group is principally engaged in the trading business, property development and investment, mobile application business and also money lending business

* Perform potential overseas project and overseas investment analysis;
* Design and execute M&A strategy for potential overseas project;
* Coordinate the preparation of periodic financial reporting package of overseas investment to headquarter;
* Monitor the financial performance of overseas investment and provide prompt notice and advise when necessary;
* Liaison with the management of overseas investment regularly; and
* Liaison with Hong Kong and overseas professionals where necessary;

Aug 2 2016– Dec 30 2016 **The Executive Centre Limited**

5 months Treasury Analyst

 The Executive Centre is the leading premium serviced office provider in Asia Pacific with over 90 centres in 24 cities. Founded in 1994, The Executive Centre provides serviced offices, co-working space, virtual offices, meeting and conference facilities, and business concierge services to multinational corporations, small and medium enterprises, and start-ups locally, regionally and internationally.

* Assistant to the Head of Treasury;
* Consolidate cash flow reports and monitor daily cash positions for the business centres in 21 major cities in the APAC region;
* Handle daily treasury operations, documents for bank facilities, bank account KYC and maintenance, guarantees/ LC issuance;
* Monitor external and intercompany loans administration;
* Handle escalation and exceptions reported by the teams on e-banking and cash matters
* Assist the administration of group's fund repatriation/ sweeping program;
* Assist in carry out bank fee analysis and bank transaction review;
* Prepare Treasury related projects and ad hoc assignments;
* Work closely with accounting/ expansion/ project teams to drive group's initiative;
* Involvement in implementation of projects, including tax efficiency exercise, workflow re-engineering and compliance review

Apr 29 2016 – June 30 2016 **Simon Y.P. Chan & Co., Certified Public Accountants (CPA firm)**

2 monthsInternal Auditor, Short term overseas audit work assignment

Jul 2 2014 – Mar 18 2016 **Joint Treasure International Limited/ Joint Partner International Limited, Hong Kong**

1 year and 9 monthsAsset Management/Project Analysis Officer

Hong Kong based private equity fund firm and asset management firm formed by a group of business conglomerates

* Ensure accurate, timely, and consistent financial report according to IFRS, UK GAAP to safeguard company resources.
* Responsible for all levels of asset management (tax, accounting, company secretarial, property management, audit, rent roll prepared by property manager and landlord statements etc.) on properties owned by the group, portfolio management by preparing forecast, budgets, variance analysis, management reports, and consolidated financial reports, as well as reviewing the accuracy of the accounting reports prepared by accountants
* Performing capital and risk management such as interest rate hedging on bank borrowing
* Ensure various bank covenant loan ratios are met and comply with the existing loan facilities.
* Liaison with investors, property developers, real estate brokers (sales/leasing), and other third party professionals. (e.g. tax advisors, auditors, bankers, fund accountants, overseas owners representatives)
* Advise to investors on best strategies (property/corporate level)/asset management practice to realize best value on their invested properties, thereby maximizing shareholders’ returns on their investment
* Appraise/ underwrite investment opportunities by preparing cash flow analysis, projections and recommendation to institutional investors on profitable projects.
* Assist on any due diligence (i.e. legal, financial, tax, technical) exercise in connection with investment opportunities, acquisition, and recommend best period on disposal of assets

Aug 27 2012 – Jun 8 2014 **Jones Lang LaSalle Limited**

1 year and 10 monthsBusiness Analyst, Asset Management, (Asia), Hong Kong

 Jones Lang LaSalle (NYSE:JLL) is a professional services firm specializing in real estate. The firm is an industry leader in property and corporate facility management services.

* Provide premium financial services by setting up accounting, internal control and management systems and procedures for newly acquired assets by investors; which consists of global capital investment and fund management equity firms on office buildings, shopping malls, hotels, logistics hubs, as well as residential projects under construction over the Asia Pacific Region;
* Prepare full sets of accounts for both property entity level and trust level; bank reconciliation, balance sheet schedules and managing monthly cash flows, month end report closing; as well as consolidation of financial reports at both property entity level and trust level for capital investment portfolios for overseas institutional fund investors according to US GAAP; Prepare variance commentary and annual budgeting and reforecast ;
* In charge of various projects for properties (office, residential, hotels, and developments) located across Hong Kong, PRC and Australia; supervise and review monthly report and financial reporting functions performed by the property site staff; as well as reviewing leasing reports and hotel reporting packs.
* Leveraging use of Hyperion, MRI and Flex, and perform regular assessment on the systems and consolidation of group figures to ensure internal control competencies and compliance with relevant accounting standards;
* Identify tactical and strategic opportunities, gaps and financial risks and provide recommendation commentary to clients through collaboration with cross-functional teams in the Asia pacific region.
* Liaise with external auditor regarding audit queries on behalf of client.
* Involved in assisting a leading global real estate fund house giant for listing its Real Estate Investment Trust on the Main Board of the Singapore Stock Exchange.

Feb 13 2012 – Aug 24 2012 **The Walt Disney Company (Asia Pacific) Limited**

6+1 months extension Analyst, Contract Administration and Royalty Reporting (6 months Contract), Disney Consumer Products, Hong Kong



Disney Consumer Products (DCP) is the business segment of The Walt Disney Company that delivers innovative and engaging product experiences across thousands of categories from toys and apparel to books and fine art. DCP is comprised of three business units: Licensing, Publishing and Disney Store.

* Process and review royalty statements and calculate commission receivables from licensees on merchandises using Disney characters and logos.
* Budget planning and financial forecasting using financial data analysis results gathered from SAP and Hyperion.
* Perform accounts receivable related duties including distribution of invoices, unpaid billing file and cash applications
* Review contract set up and provide contract policies / guidelines to local markets
* Perform revenue accounting includes transactions posting and monthly reconciliation
* Perform preliminary contract schedules review
* Prepare regular statistic / management reports for contract management and revenue accounting

Dec 16 2010- Nov 23 2011 **Meridian Industries Limited**

1 yearAccountant, Hong Kong



Hong Kong Exporter/Manufacturer in Footwear‚ Garments, Textiles & Accessories, specialising in Knitwear, T-shirt, Woven Blouse, with major markets throughout Australasia, Europe, Japan.

Reporting to the CFO, evaluated and recommended a guideline to staffs to assist the Company’s objectives in cutting budget costs, while maintaining the Company’s productivity and headcounts.

* Perform full sets of account of overseas subsidiaries in a group company and perform group consolidation.
* Develop expense variance analysis for different departments to the Financial Controller
* Recommend ways for the company to save departmental costs and improve productivity and efficiency

Feb 12 2007- Aug 27 2010 **Simon Y.P. Chan & Co., Certified Public Accountants (CPA firm)/SCHLO Tax & Management Consultants Limited**

3 years and 7 monthsAudit Senior, Hong Kong

A Hong Kong CPA and tax management consultancy firm established for over 20 years.

* Develop accounting knowledge and foundations of bookkeeping and audit procedures
* Examine and analyse accounting records to determine financial status of companies
* Prepare audit financial reports for CPA’s review
* Audit planning and leading a team of new recruits in audit assignments
* Prepare tax computation and correspondence to IRD on behalf of clients

Feb 20 2006- Jan 24 2007 **Come Sure Development Limited**

1 yearAccounting Officer, Hong Kong



Paperboards and paper-based packaging products manufacturer listed on the mainboard of the Hong Kong Stock Exchange. (0794.hk)

* Assist chief accountant in preparing financial statement to conform to the Stock Exchange Listing Rule of the Securities and Futures Commission for (pre- IPO).
* Prepare Letter of Credit (L/C), shipping documents, cargo receipt, trust receipts, Export Loan, letter of exchange
* Bookkeeping and bank payment transfer
* Prepare financial reports, in charge of the group’s Accounts Receivable and Accounts Payables department

**OVERSEAS WORKING EXPERIENCES (DURING UNIVERSITY STUDIES):**



* Guest Care Sales Consultant, **Accor Asia Pacific Central Reservation Centre**, February 2004- October 2005 (Sydney, Australia)- 1 year and 9 months, Customer Service position during studying for university degree



* Reservation Sales Agent, **Best Western International Inc.**, September 2002- February 2004 (Sydney, Australia)- 1 year and 6 months, Customer Service position during studying for university degree

**AWARDS AND ACHIEVEMENTS**

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| --- | --- |
| **University of Technology, Sydney (Australia)**  **Accor Asia Pacific Central Reservation Centre** | * Business Strategy Game- University Representative, Competition with other global universities on final semester of MBA course-**World Grand Champion- December 2005** (Awards available upon request) * Employee of the month for outstanding sales and customer services at Accor Asia Pacific Central Reservation Centre |

**EXTRA-CURRICULAR ACTIVITIES**

|  |  |
| --- | --- |
|  | * Hong Kong Boy Scout; Violin; School Choir; School Cross Country team; School Tennis team; School Soccer team; Volunteer |

**SKILLS AND LANGUAGE**

**Languages:** English (Fluent), Cantonese (Native), Mandarin (Fluent)

**Computer:** Microsoft Office, Smart MRI, SAP, Hyperion, Flex System, MYOB, SPSS, Optimists

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個人陳述

•專業認可註冊會計師（CPA）和MBA畢業生與多年的信託業務會計，對賬，現金流管理，以及專案上的資產管理經驗;  
•購買方和出售方並購的盡職調查經驗  
•優秀的電腦技能：微軟Office，Smart MRI，SAP，Hyperion, Flex System, MYOB, SPSS, Optimists, 等。  
•在領導和管理團隊經驗豐富，參加過審計和稅務專案。  
•豐富經驗在各種製造業和服務業公司商業會計，與專業的資產管理，物業管理，以及消費類產品  
•在一家私人股權公司服務全球資產管理機構的基金投資者和投資公司，以及服務超高淨值財富個人(Ultra- high net worth individual) 的經驗。  
•卓越的分析能力和非凡的具有解決問題的能力處理資金的投資。  
  
教育與職業資格

* 2013/12香港會計師公會的會員資格（HKICPA）
* 2005/12-悉尼科技（澳大利亞）大學（UTS）  
  工商管理（MBA）碩士 - 專業會計
* 2002/8  
  新南威爾士州，悉尼大學（澳大利亞）  
  副學士 - 人力資源管理和社會科學和政策研究
* 1998/12

Scots 中學，貝爾維尤山，悉尼（澳大利亞）  
高中畢業證書（12年班）

* 1996/12

Scots 中學，貝爾維尤山，悉尼（澳大利亞）  
初中畢業證書（10年班）  
  
**工作經驗**

2017年7月31日至今 Rich Elite Group Limited貴希集團有限公司

會計經理

貴希集團有限公司是一家香港投資公司，在香港，中國，台灣，葡萄牙，美國和加拿大進行房地產投資

•負責所有會計職能，財務計劃和分析，預算/預測，日常財務職能，現金流和稅務相關事宜;

•管理部門所需的全部流程，監督和指導團隊的各個方面的工作;

•負責管理項目融資的各個方面;

•負責月份合併，成本核算，預算和管理報告;

•聯絡審計師進行年度審計

2017年3月15日 - 2017年7月15日Evershine Group Holdings Limited（8022.hk）

投資金融部副經理

Evershine集團控股有限公司於二零零一年八月十三日在香港聯合交易所有限公司的創業板上市，股份代號為8022. Evershine集團主要從事貿易業務，物業發展及投資，流動應用業務以及金錢貸款業務

•進行潛在的海外項目和海外投資分析;

•為潛在的海外項目設計並執行併購戰略;

•協調總部對外投資定期財務報告編制工作;

•監督海外投資的財務表現，並在必要時及時通知並提供建議;

•定期聯絡海外投資管理人員;和

•在必要時與香港及海外專業人員聯絡;

2016年8月2日 - 2016年12月30日The Executive Centre Limited

財務分析師

The Executive Centre Limited是亞太地區領先的高級辦公室服務提供商，在24個城市擁有超過90個中心。成立於1994年，為跨國公司，中小型企業和本地，區域和國際的初創企業提供服務式辦公室，共同辦公空間，虛擬辦公室，會議和會議設施以及商務禮賓服務。

•財務主管助理;

•整合現金流報告並監測亞太地區21個主要城市的商業中心的每日現金狀況;

•處理日常資金業務，銀行設施，銀行賬戶KYC，擔保/ LC發行的文件;

•監控外部和公司間貸款管理;

•處理電子銀行的行政事項

•協助小組的基金遣返的管理;

•協助開展銀行費用分析和銀行交易審查;

•準備財務相關項目和其他任務;

•與會計/擴展/項目團隊密切合作，推動集團的計劃;

•參與項目實施，包括稅務效率運作，工作流程重新設計和合規審查

2016年4月29日 - 2016年6月30日 短期海外審計工作

•內部審計

2014年7月2日 - 2016年3月18日 Joint Treasure International Limited/Joint Partner International  
1年9個月 資產管理/專案分析幹事，香港  
  
Joint Treasure International Limited/Joint Partner International（原名為Polylinks）是由一組的企業集團形成了以香港為基地的私募股權基金公司和資產管理公司，其投資者包括一些從香港，新加坡和馬來西亞最超高淨值財富個人/企業/上市公司。它自1992年以來已投資在全球房地產市場，包括在美國，英國和日本的商業物業，酒店，住宅樓。其最近的交易包括從美國的Strategic Hotels購買倫敦黃金地段倫敦梅費爾的萬豪格羅夫納廣場酒店及和出售8畝比佛利山莊土地給中國最大的商業地產公司 - 萬達集團。  
•評估/通過準備現金流量分析，預測和推薦承銷的投資機會。  
•向機構投資者準備投資建議盈利的項目。  
•協助任何盡職調查（即法律，財務，稅務，技術盡職調查）研究與投資機會，收購，並建議資產出售的最好時期  
•負責就準備預測，預算，差異分析，管理報告，及合併財務報表由企業集團，物業管理和投資組合管理自有物業資產管理的各個層面。  
•勸告最佳策略（財產/企業級）/資產管理實踐的投資者認識到自己的投資物業最好的價值，從而最大限度地提高他們的投資股東回報。  
•管理和監測由物業經理和業主報表匯總編制的，根據國際財務報告準則，英國GAAP會計報告的準確性，以及租金滾動。  
•執行資本和風險管理，如利率對沖的銀行貸款  
•確保各種銀行契約貸款比率均達到並符合現有的貸款設施。  
•監督每個專案的行政職務（納稅申報，公司秘書事務等）  
•聯絡投資者，房地產開發商，房地產經紀人（銷售/租賃）和其他協力廠商的專業人士。 （例如稅務顧問，審計師，銀行家，會計師基金，海外業主代表）  
  
2012年8月27日 - 2014年6月8日仲量聯行有限公司  
1年10個月 業務分析師，資產管理（亞洲），香港  
  
仲量聯行（NYSE：JLL）是一家專業服務公司，專注於房地產。該公司亦是物業管理及企業設施管理服務的行業領先者。  
•向投資者設立會計，內部控制和管理制度和程式，對新收購的資產提供金融服務;其中包括在寫字樓，商場，酒店，物流中心，以及在建在亞太地區住宅專案的全球資本投資和基金管理公司股權的;  
•負責實體層面和信託層面的全套財務報告;銀行對帳，資產負債表的分析表和管理每月的現金流，月底結帳報告;以及按照美國通用會計準則給海外機構基金投資者的資本投資組合合併實體層面和信託水準層面的財務報告;準備差異評論和年度預算和來年預測;  
•負責各種項目，為遍佈香港，中國和澳大利亞的屬性（辦公，住宅，酒店，和新項目發展）;監督和審查內設工作人員的準備月度報告;以及審查租賃的報告和酒店作業報告。  
•利用使用Hyperion，MRI和Flex，並執行定期評估系統和合併財務報告，以確保內部控制和遵守相關會計準則;  
•通過與亞太地區的跨部門團隊的協調和情報，確定戰術和戰略機遇，金融風險，給客戶提供評論和建議。  
•替客戶代表回答外部審計師有關審計查詢。  
•參與協助一家全球領先的房地產基金巨頭的房子就在新加坡證券交易所主機板上市的房地產投資信託基金。  
  
2012年2月13日 - 2012年8月24日華特迪士尼公司（亞太）有限公司  
6 +1個月 分析師，合同管理和版稅報告（6個月合同），迪士尼  
消費類產品，香港  
  
迪士尼消費品部（DCP）是華特迪士尼公司的業務分部，提供從玩具和服裝書籍和美術數千個種類的創新和引人入勝的產品體驗。 DCP由三個業務部門：授權，出版以及迪士尼商店。  
•處理和審核特許權使用費報表，並計算使用迪士尼卡通人物和標識商品的傭金授權收款

•預算規劃並使用來自SAP和Hyperion收集財務資料的分析結果財務預測。  
•執行應收賬款有關的職務，包括發票分配，未付結算檔和現金應用  
•審查合同的成立與合同提供的政策/準則  
•執行收入核算包括交易和向客戶發佈每月核對表  
•執行合同初步審查表  
•準備管理報告和收入核算  
•從內部/外部各方處理查詢任何合同管理/版稅報告相關問題  
  
2010年12月16日- 2011年11月23日 Meridian Industries Limited  
1年 會計師，香港  
  
香港出口商/製造商在鞋類，服裝，紡織品及配件，專業從事針織衫，T恤，襯衫編織，遍佈大洋洲，歐洲，日本的主要市場。  
報告給CFO，評估和建議指引，工作人員，以協助公司目標在削減預算成本，同時保持了公司的生產效率和員工人數。  
•在集團公司執行全套帳戶海外子公司及執行集團合併。  
•為不同部門的財務總監費用差異分析  
•推薦的方式為公司節省部門成本，提高生產力和工作效率  
  
2月12日2007年 - 2010年8月27日Simon Y.P. Chan & Co., C.P.A  
3年7個月 高級審計師，香港  
  
香港會計師和稅務管理顧問公司成立超過20年。  
•制定會計知識和簿記和審計程式的基礎  
•檢查和分析會計記錄，以確定客戶公司的財務狀況  
•準備註冊會計師的審計審核財務報告  
•審計規劃和領導新人學習審計任務  
•準備稅務計算和代客戶通信稅務局  
  
2006年2月20日- 2​​007年1月24日錦勝發展有限公司  
1年 會計主任，香港  
在香港聯交所上市的卡板包裝生產商。  
•在編制財務報表，以符合證券及期貨事務監察委員會證券交易所股票上市規則為（上市前）協助總會計師。  
•準備信用證（L / C），裝運單據，貨物收據，信託收據，出口貸款，匯票  
•記帳和銀行轉移支付  
•準備財務報告，負責本集團的應收賬款和應付帳款部門  
  
**海外工作經驗（在大學時工作學習）：**  
客戶關係銷售顧問，法國雅高國際酒店集團/雅高亞太區中央預訂中心，2004年2月-2005日2005年10月（澳大利亞悉尼） - 1年9個月 大學攻讀學位期間，顧客服務部  
預約銷售代理，貝斯特韋斯特酒店集團/最佳西方國際公司中央預訂中心， 2002年九月- 2004年2月（澳大利亞悉尼） - 1年6個月， 大學攻讀學位期間，客戶服務職位  
  
**獎項及成就**  
悉尼科技大學（澳大利亞）  
  
•商業戰略遊戲 - 大學代表，MBA課程與全球其他大學競爭，World Grand Champion - 2005年12月的最後一個學期  
•在雅高亞太區中央預訂中心當月優秀的銷售和客戶服務的員工

**課外活動**  
•香港童子軍;小提琴;學校合唱團;學校越野隊;學校網球隊;學校足球隊;志願者

能力和語言

語言：英語（流利），粵語（母語），普通話（流利）

電腦：Microsoft Office, Smart MRI, SAP, Hyperion, Flex System, MYOB, SPSS, Optimists  
  
薪水：   
HK $ 45,000/月 期望薪金：HK $ 50,000 /月  
  
離職前通知：即時開始工作