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| **Reference No.** | 330361 |
| **Name:** | Sxxx Wxxx Sxxx Fxx |
| **Gender:** |  |
| **Nationality:** | Chinese |
| **Latest Salary:** |  |
| **Expected Salary:** | $43,000 (negotiable) |
| **Notice Period:** | 1- month notice |

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| **Executive Summary** |

* Certified Accountant
* 14 years of financial & management accounting experience in retail/wholesale/sourcing/hotel industry
* Strong analytical skills and problem-solving capabilities
* Flexible, excellent interpersonal skill, highly committed, independent, and accountable

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| **Working Experience** |

**Tory Burch Far East Limited May 2021 – Present**

**Senior Financial Analyst, FP&A, Supply Chain**

*USA affordable luxury fashion HK office with around 21 staff in A/C Dept and 11 stores*

* Prepare monthly expense – SG&A report to departments.
* Consolidate information from different parties, prepare annual & interim budget.
* Analyze monthly expense - SG&A (actual vs budget)
* Other ad hoc report as assigned.

**ALF Retail Hong Kong Limited Aug 2020 – May 2021**

**Financial Analyst**

*HK franchisee of Marks & Spencer with around 12 staff in A/C Dept and 20 stores)*

* Consolidate information from different parties, prepare and analyze monthly reports.
* Prepare and review annual & interim budget.
* Conduct various feasibility report (store renew, renovation project)
* Other ad hoc report as assigned.

**Benetton Asia Pacific Limited Feb 2012 – Jul 2020**

**Senior Financial Analyst Jan 2019 – Jul 2020**

**Financial Analyst Nov 2015 – Dec 2018**

**Accountant Jan 2015 – Oct 2015**

**Assistant Accountant Feb 2012 – Dec 2014**

**Senior Financial Analyst Jan 2019 – Jul 2020**

**Financial Analyst Nov 2015 – Dec 2018**

*A souring, retail & wholesale garment company, with around 15 staff in A/C Dept*

* Consolidate information from different parties, prepare and analyze monthly, quarterly & annual financial report.
* Prepare and review annual & interim budget.
* Implement/follow up on appropriate procedure to monitor internal control
* Handle Company Secretary’s duties i.e., annual returns, director changes
* Responsible for transfer pricing documentation
* Supervise a small team and work closely with them to support the Accounting Dept.
* Answer financial enquiries from HQ in Italy
* Other ad hoc project as assigned

**Accountant Jan 2015 – Oct 2015**

**Assistant Accountant Feb 2012 – Dec 2014**

* Co-ordinate (potential) claim and payment
* Prepare statement of income and balance sheet schedule (HK, Malaysia & Singapore)
* Prepare LC issuing, TT & LC payment.
* Monthly/weekly report: inventory, sales, LC facility forecast, funding etc.
* Liaise with audit (HK & Singapore)
* Review data and reports prepared by subordinates.

**ImagineX Group Mar 2010 – Feb 2012**

**Accounting Assistant**

*A retail and wholesale apparel company, with around 40 staff in A/C Dept*

* Prepare financial report.
* Cash flow forecast for budgeting.
* Handle bank reconciliation
* Handle inter-company transactions.
* Prepare accounting schedule.

**Hotel Panorama by Rhombus Dec 2008 – Oct 2009**

**Senior Accounts Receivable Clerk**

* Record credit card transaction and settlement
* Monitor transactions and transaction charges
* Prepare revenue reports for manager review.
* AR, AP, check cashier float randomly

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| **Education** |

**City University of Hong Kong Sep 2006 – Jul 2008**

Bachelor’s degree in accountancy

**City University of Hong Kong Sep 2004 – Jul 2006**

Associate degree in accountancy

**CCC Kei San Secondary School Sep 2002 – Jul 2004**

F.6 – F.7

**SKH Chan Young Secondary School Sep 1997 – Jul 2002**

F.1 – F.5

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| **Professional Qualification** |

**HKICPA (membership #: A43080) Sep 2015**

Certified Public Accountant of

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| **Skills** |

* Language: Good at written and spoken Cantonese and English, conversational Mandarin
* Proficient PC knowledge in Microsoft Office and Chinese word processing
* Accounting System: SAP, BPC, SunAcc, FlexAcc, Oracle, Opera, CS2000