**Jeffrey Yuen Sung-Kai**

Flat F, 9/F, Block 10, Charming Garden, Mongkok, Kowloon

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**Qualification and EDUCATION**

### Hong Kong Institute of Certified Public Accountant Mar. 2016

#### Qualified Accountant

### The Chinese University of Hong Kong Aug. 2010 – June 2011

#### **Postgraduate Diploma in Professional Accountancy –** Conversion for HKICPA’s QP

### University of Toronto, Canada Sept. 2003 – June 2007

#### **Bachelor of Applied Science** – Major inElectrical Engineering

**WORK EXPERIENCE**

**IBM Hong Kong/China Limited, Hong Kong** Oct. 2014 –

**Financial Analyst**

* Oversee financial performances of IBM Strategic Outsourcing’s key accounts by conducting monthly reviews with project executives and controller
* Assess revenue of newly signed contracts in the current year and future years and prepare revenue forecast for the whole contract period
* Provide pricing support by evaluating the financial performances of different case scenario in long-term contract
* Review contracts terms and advise on internal and external financial impacts

**Next Sourcing Limited, Hong Kong** Mar. 2014 – Sept 2014

**Assistant Accountant**

* Performed variance analysis and conducting video conference with offshore offices to discuss on the key variances
* Trained offshore accounting teams on the group’s accounting policies and reviewed their compliance with the policies
* Assisting in compiling monthly Hyperion report and interim report to the parent company, Next plc.

**TMF Hong Kong Limited, Hong Kong** Sept. 2011 – Feb. 2014

**Accountant**

* Participated in share service centre start-up in India for invoicing functions and set up KPIs to measure their performance
* Partook in accounting system enhancement, implementation and administration
* Prepared full set of accounts and monthly Hyperion consolidated financial report for Hong Kong entities under tight deadlines

**J. Roger Preston Ltd., Hong Kong** Oct. 2010 – Sept. 2011

**Engineering Trainee**

* Reviewed current construction costs and submit application for additional budget due to out-of-scope work
* Estimated the costs for unfinished construction works and allocated project budget accordingly

**Edwin Chan CMA Office, Toronto, Canada** Nov. 2009 – May 2010

**Accounting Assistant**

* Verified clients’ operating expenses and investment portfolio to prepare their corporate and personal tax returns truthfully
* Assisted in tax audit by organizing the requested sales invoices and receipts

**SUMMARY OF SKILLS**

**Accounting Applications:** OracleHyperion, Essbase, SUN account, Vision, Epicor, Viewpoint, Quickbook, Microsoft Dynamics AX, and Citrix/Report Pro

**Microsoft Applications:** Excel (with VBA and Macro), Access, Words, PowerPoint, and Visio

**Computer Script/Programming skills:** MySQL, and C/C++

**Language:** Fluent in English and Cantonese, competent in Mandarin

**CURRENT AND EXPECTED SALARY**

**Current salary:** HK$ 19,600 x 13.5 months

**Expected salary:** HK$ 30,000, **N**egotiable

**Availability**

* One-month Notice Required

**INTERESTS**

* Football
* Badminton
* Photography
* Piano – achieved Grade 8 under Royal Conservatory of Music