

RESUME

Personal Information

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|--------------|--------------------|-------------------------|-------------------|
| Name: | Ngai Cho Kan (倪祖勤) | Contact Number: | 9517 8922 |
| Age: | 38 | E-mail: | chokanw@gmail.com |
| Sex: | M | Living District: | Tsuen Wan |

Employment History

Jan 2017 – Jul 2023: Honrich International Company Limited

Position: Assistant Account Manager

Job Duties: Monitor the daily accounting operation and prepare financial report
Fund management
Liaise with external parties including bank, audit, tax and other financial authorities
Financial analysis

Jan 2017 - Nov2019: Matrix Holdings Limited (Stock Code:1005)

Position: Accountant

Job Duties:

- Collect, review and summarize monthly financial information from subsidiaries
- Conduct quarter end and year end group consolidation
- Prepare the group reporting consolidation schedules
- Conduct month end and year-end close process
- Preparing budget and financial forecasts
- Computing taxes and assist in tax fillings
- Liaise with auditor to solve the audit issues, interim and annual announcement

Jun 2012 - Dec 2016: S.Y,Yang & Company

Position: Audit Senior

Job Duties:

- Audit in charge and review audit file
- Communicate with customers to obtain necessary information
- Perform consolidation procedures and consolidated financial statements
- Research errors and propose permanent solution
- Prepare tax computation and tax returns
- Trained and assisted new auditors

Mar 2010 - Apr 2012: China Consulting Consortium Ltd

Position: Audit Semi-Senior (Jun 2011 – Apr 2012)
Audit Junior (Mar 2010 – May 2011)

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- Job Duties:**
- Planning audit engagements and conduct audit activities
 - Assist supervisor in preparing the financial reports
 - Perform consolidation on group accounts
 - Prepare tax computation and tax returns
 - Liaise with clients to solve the accounting and tax issues
 - Handle full set of accounts
 - Prepare the management accounts and accounting schedules

Professional Qualification

- Jan 2016:** **Member of Hong Kong Institute of Certified Public Accountants (HKICPA)**
- Certified Public Accountant
- May 2007:** **London Chamber of Commerce and Industry Examination (LCCI)**
- Level 2 Certificate in Accounting

Education Background

- Oct 2008 - Jan 2010:** **BA (Hons) in Accounting**
- Edinburgh Napier University
- Sep 2007 - Jun 2008:** **Higher Diploma in Accountancy**
- Hong Kong Institute of Vocational Education (Lee Wai Lee)
- Sep 2005 - Jun 2007:** **Diploma in Accountancy**
- Hong Kong Institute of Vocational Education (Haking Wong)
- Sep 2004 - Jun 2005:** **Foundation Diploma - Business Stream**
- Hong Kong Institute of Vocational Education (Kwai Chung Campus)
- Sep 1998 - Jun 2004:** **Form 1 to 5**
- S.K.H. Li Ping Secondary School

Key Skills

- Typing Speed:** English typing 40 wpm, Chinese typing 30 wpm
- Software:** Microsoft Word, Excel, PowerPoint, Outlook, MYOB and Flex
- Language:** Fluent in English, Cantonese and Mandarin

Availability

Immediately