

Curriculum Vitae

Name: 李秀雲 (LEE SAU WAN, Sylvia)

Mobile Phone: 67539185

Birth Date: 13/06/1991

Residential District: Flat 804 Shek Foon House Shek Lei II Estate Kwai Chung, NT

E-mail: lee0502alice@hotmail.com

Current salary: HKD13,700/month (with 1.5-month gratuity)

Expected salary: HKD17,000/month

Availability: Immediately

Education Background

Curtin University Bachelor of Commerce (Accounting)	Sep 2013 – Nov 2014
HKU Space Associate of Business Administration (Accounting)	Sep 2011 – Aug 2013
Heung To Middle School Form 3 to Form 7	Sep 2006 – Aug 2011

Work Experience

HSBC Trustee (Hong Kong) Limited Position: Global Trust Accounting (GTA)	May 2015 – April 2017
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- Prepare financial accounting for Private Bank Clients
- Audit check accounting and reporting prepared by other Regions out of Hong Kong
- Liaison with other countries for accounting and reporting issues
- Issuing financial statement in regularly period
- Handle ad-hoc tasks and assignments required
- Ensure all issuing reports and procedures are compliance with Bank's standard

Prudential Hong Kong Limited

Mar 2013 – Dec 2015

Position: Part-time Clerk

- Maintaining the database of new and ex client
- Scanning the hard copies and upload to the system
- Photocopying and filing
- Provide ad hoc support to other team member

Computer Skills

Microsoft office: Excel, PowerPoint, Chinese/English word processing