




Lam Yuen Faat Harry

Apply for Junior Web Developer

 [linkedin.com/in/harry-lam-64876b1ab](https://www.linkedin.com/in/harry-lam-64876b1ab)
 <https://github.com/harry33321>
 harry33321@gmail.com
 +852 6840 2361

A detail-oriented Administration Officer with 2 years of experience to support Accounting, IT, HR and Admin functions in the company. Possess excellent time management skills, ability to multi-tasks and prioritise work. Through Generation's course and self-study, I learn some programming skills, such as HTML, CSS, JavaScript, React etc.

Education

Nov 2021 – Feb 2022 Generation Hong Kong
Front-end Web Developer Program

Sep 2017 – Aug 2019 Hong Kong Institute of Vocational Education (Chai Wan)
Higher Diploma of Accountancy

Work Experience

Aug 2019 – Oct 2021 **Administration Officer, [AccGirl Limited](#) (Innomind Commercial Limited)**

- Handle in-house accounting work and cashier operations daily
- Build various software tools to automate and simplify work process
- Create and maintain databases by Microsoft Access
- Handle basic IT issues for all colleague
- Assist in personnel management and the monthly payroll
- Administrative assistance for all colleague to increase efficiency
- Complete other affairs given by the company, follow the results and report timely

May 2018 – Aug 2019 **Server (Part-time), HABITŪ table**

- Performing cash and credit transactions using a POS system
- Experienced in brewing coffee, and mixing drinks
- Taking orders from patrons for food and beverages
- Presenting menus and answering questions about menu items

Jun 2017 – Mar 2018 **Cashier (Full-time), Chung Wing Fruits Company Limited**

- Input data, filed documents, accounting work, acted as a cashier and offered customer service

Technical Skills

Accounting software Sage 50 Peachtree, MYOB, Microsoft Office Accounting
Programming skills HTML, CSS, JavaScript, React, API, Bootstrap, Git, GitHub

Values

Responsibility
Achievement
Honesty

Attitudes

Details oriented
Independent
Flexible

Skills

Active learning
Logical thinking
Problem solving

Knowledge

Computers and electronics
Accounting
Administration and management

Availability

February 2022

Expected Salary

Negotiable