





# Lam Yuen Faat Harry

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Apply for Junior Web Developer

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.

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## 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

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## Work Experience

Aug 2019 – Oct 2021	<b>Administration Officer, <a href="#">AccGirl Limited</a> (Innomind Commercial Limited)</b> <ul style="list-style-type: none"><li>Handle in-house accounting work and cashier operations daily</li><li>Build various software tools to automate and simplify work process</li><li>Create and maintain databases by Microsoft Access</li><li>Handle basic IT issues for all colleague</li><li>Assist in personnel management and the monthly payroll</li><li>Administrative assistance for all colleague to increase efficiency</li><li>Complete other affairs given by the company, follow the results and report timely</li></ul>
May 2018 – Aug 2019	<b>Server (Part-time), HABITŪ table</b> <ul style="list-style-type: none"><li>Performing cash and credit transactions using a POS system</li><li>Experienced in brewing coffee, and mixing drinks</li><li>Taking orders from patrons for food and beverages</li><li>Presenting menus and answering questions about menu items</li></ul>
Jun 2017 – Mar 2018	<b>Cashier (Full-time), Chung Wing Fruits Company Limited</b> <ul style="list-style-type: none"><li>Input data, filed documents, accounting work, acted as a cashier and offered customer service</li></ul>

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## 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

March 2022

### Expected Salary

Negotiable