

Lam Yuen Faat Harry

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 fast learner. Through Generation's course and self-study, I learn some programming skills, such as HTML, CSS, JavaScript, React.js etc. For the future, I am looking for an opportunity that lets me expand my programming skills and put into practice the knowledge.

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) <ul style="list-style-type: none">Handle in-house accounting work and cashier operations dailyBuild various software tools to automate and simplify work processCreate and maintain databases by Microsoft AccessHandle basic IT issues for all colleagueAssist in personnel management and the monthly payrollAdministrative assistance for all colleague to increase efficiencyComplete other affairs given by the company, follow the results and report timely
May 2018 – Aug 2019	Server (Part-time), HABITŪ table <ul style="list-style-type: none">Performing cash and credit transactions using a POS systemExperienced in brewing coffee, and mixing drinksPresenting menus and taking orders from patrons for food and beverages
Jun 2017 – Mar 2018	Cashier (Full-time), Chung Wing Fruits Company Limited <ul style="list-style-type: none">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.js, API, Bootstrap, Git, GitHub, Firebase, Node.js

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