Harry LAM

Apply for Junior Frontend Developer

https://www.linkedin.com/in/harry33321
https://harry33321.github.io/
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 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 my knowledge into practice. Please feel free to visit **my portfolio** if any interests of my project.

Project Experience

Project Name	**Task Manager**
Project Description	A web application with responsive design where user can login to access own tasks, add new tasks, edit, and delete tasks. It also has a calendar that user can see the tasks by date.
Technical Skills	React.js, Firebase, Bootstrap, MUI, jQuery

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**

- role as a cashier, present menus and take orders, brewing coffee and mixing drinks

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.js, API, Bootstrap, Git, GitHub, Firebase, Node.js

Availability   Expected Salary

immediate   Negotiable