

# MAN FAI, KWAN

## SUMMARY

Practical accounting experience in financial reporting, financial planning and analysis and auditing. Experienced in producing reports and handling month and year end closings. Adherence in detail, good team player and fast learner.

## EXPERIENCE

### Previous Position

**Excelpoint System Hong Kong Limited | Associate Finance Manager | Aug 2022 - Jan 2023**

- Prepare monthly and yearly financial report,
- Liaise with external auditor,
- Monitor customer credit risk and report to the management,
- Prepare financial planning and analysis for product lines,
- Prepare documents for loan arrangement,
- Reconcile inter-group balance and prepare documents for transfer pricing related issues.

**The Hong Kong Institute of Certified Public Accountants | Associate Manager | Oct 2021 - August 2022**

- Support works of governance, member registration and nomination committees,
- Review membership applications,
- Perform research and assist in policies formation.


**Grant Thornton Hong Kong Limited | Assistant Manager | Nov 2020 - Sept 2021**

- Communicate with external experts related to valuation and accounting estimates,
- Review work of experts,
- Design appropriate audit procedures in accordance with standards,
- Report audit issues to internal and external parties.

**Grant Thornton Hong Kong Limited | Senior associate | Nov 2018 - Oct 2020**

- Prepare audit plans and assign audit works to associates,
- Review and supervise audit works prepared by associates,
- Assess impacts of new accounting standards to financial statements,
- Prepare audited annual and interim accounts,
- Review tax computations for Hong Kong and overseas.

## CONTACT

 647-879-5988

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## SKILLS

- Financial reporting
- Financial planning and analysis
- Cash flow forecast
- Customer credit analysis
- External and internal audit
- Microsoft office
- SAP, Oracle SQL, Quickbook

## LANGUAGES

- English
- Cantonese
- Mandarin

## EDUCATION AND TRAINING

### Bachelor's Degrees:

City University of Hong Kong  
Bachelor of Business  
Administration (Honors),  
Accountancy and Law  
2011-2014

## CERTIFICATIONS

- Member of HKICPA

## AVAILABILITY

- Immediate

***Grant Thornton Hong Kong Limited | Associate | Jan 2017 - Oct 2018***

- Execute audit works in accordance with audit standards,
- Involve in due diligence review,
- Prepare drafted audited accounts Prepare audited annual and interim accounts,

***T.C. Ng & Company CPA Limited | Audit assistant | Sept 2014 - Nov 2017***

- Perform audit works and tax computation,
- Prepare drafted audit accounts,
- Provide book-keeping services.