

Mark Leung

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“Marking milestones with data-driven solution”

Summary of Qualifications

- Projects: [My Django Portfolio](#) , [Risk and Returns: The Sharpe Ratio](#) , [Keywords for Google Ads](#)
- 3+ years of experience providing accounting and auditing services
- Skilled in data wrangling, exploratory data analysis and troubleshooting
- Expertise in data analysis and visualization using various tools; including Power BI, IBM Watson Studio, Python, Excel and PowerPoint
- Excellent written and verbal communication skills providing exceptional customer service with financial services
- Demonstrated attention to detail with the ability to effectively interpret audit findings and resolving accounting errors or misstatements
- Fluent in Cantonese and Mandarin

Technical Skills

Operating Systems:

Windows 10, Mac OS

Applications & Tools:

Microsoft Word, PowerPoint, Excel, Outlook, Power BI, Azure Sandbox

Tools:

Google Workspace, RDBMS, IBM Cognos Analytics, IBM Watson Studio, Jupyter, SQLite, Visual Studio Code, PyCharm, Voyager, IDEA, Quickbook, Kingdee, Mega-Account

Project Management Fundamentals:

Agile, Waterfall, Scrum, Kanban, Trello

Languages:

SQL, Python

Education & Certifications

Microsoft Azure AI Fundamentals Professional Certificate (AI-900) Feb 2023

Microsoft Azure Data Fundamentals Professional Certificate (DP-900) Jan 2023

Microsoft Power Platform Fundamentals Professional Certificate (PL-900) Dec 2022

IBM Data Analyst Professional Certificate Aug 2022

Microsoft Azure Fundamentals Professional Certificate (AZ-900) Jun 2022

Junior Data Analyst Program May 2022 – Sep 2022

NPower Canada | Calgary, Alberta

14-week intensive online training on the fundamentals of computer technology, and project management

- Utilize Excel spreadsheets to perform data wrangling and data mining
- Develop working knowledge of Python language for data analysis using Pandas and Numpy
- Effectively complete a capstone project by collecting data from multiple sources, performing exploratory data analysis, data wrangling, statistical analysis and mining of the data using Python libraries
- Work extensively on creating charts and plots to visualize data, and building an interactive dashboard using IBM's Cognos Analytics and various Excel charts/graphs
- Visualize data using Python libraries including Matplotlib, Seaborn, Plotly and Dash
- Compose queries to access data in cloud databases using SQL and Python from Jupyter notebooks

- Explain cloud concepts, benefits of cloud computing and core Azure architecture components
- Use core Azure services and choose the Azure AI services that best address a company's challenges
- Control Azure spending and managing bills by applying recommended practices to minimize cost
- Demonstrated a high level of understanding of Agile Project Management Lifecycle and key techniques and successfully complete Agile projects using tools such as Scrum, Kanban

Bachelor of Business Administration (Honours)

Jun 2018

The Hang Seng University of Hong Kong | Hong Kong, China

Associate of Business Administration

Jun 2016

HKU Space Community College | Hong Kong, China

Work Experience

Audit associate II

Jan 2021 – Feb 2021

Grant Thornton Hong Kong Limited | Hong Kong, China

- Proficient in using client ERP systems to extracted 70+ financial data, resulting in a 20% reduction in time spent on data analysis and improved accuracy in financial reporting
- Implemented Voyager to test and evaluate client's internal controls and identify financial statement risks, leading to a 25% reduction in substantive testing time
- Organized bank confirmations with Excel, reduced 50% tracking time by creating a status summary for the team
- Utilized IDEA to efficiently analyze large volumes of financial data, resulting in 25% increase in accuracy and a significant reduction in time spent on data analysis
- Trained and mentored a junior audit associate, resulting in a 50% increase in productivity and a 30% reduction in errors

Audit associate I

Nov 2018 – Jun 2020

HLB Hodgson Impey Cheng Limited | Hong Kong, China

- Performed audits for listed companies in 4 diverse industries including integrated software services provider, securities trading, hospitality, and retail business, demonstrating strong adaptability and expertise in a variety of industries
- Conducted financial analytical review of client company's financial position, compared the variance annually
- Managed and processed over 400 audit confirmations by using Excel, mail merge and basic VBA skills, resulting in a 95% accuracy rate and timely completion of audits
- Collaborated with senior manager to consolidate over 50 entities for the year-end period
- Established and maintained strong relationships with clients, leading to increase in repeat business

Special Projects

Management Intern

May 2017 – Jul 2017

Hong Kong Arts & Culture Development Center | Beijing, China

- Assisted in the provision of leasing management service for Beijing Parkview Green, a modern office and shopping mall combined in Beijing, recognition received from the director of the Property Management Department
- Effectively reviewed tenant feedback, identified and resolved an average of 20 drawbacks with a focus on customer satisfaction
- Managed staff duties, including database entries and reporting, resulting in improved timeliness and data accuracy entry processes
- Achieved Full Professional proficiency in Mandarin within one month in Beijing