Mark Leung

+1(587) 973-3842 | markleung3@gmail.com | Calgary, AB | [LinkedIn Profile](#) |[GitHub Portfolio](#)

"Marking milestones with data-driven solution"

Summary of Qualifications

- Projects: [My Django Portfolio](#) , [Risk and Returns: The Sharpe Ratio](#) ,[House Prices - Advanced Machine Learning Techniques](#), [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 IBMs 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