

# Mark Albuquerque

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Date of Birth: 8th June 1967

Nationality: Indian

## Work Experience

### **Accounts Executive** (02/1994 to 07/1995)

Pope's International Limited, Hong Kong

Headed the Accounts/Finance Department, where I primarily supervised the accounting and undertook detailed financial analysis/forecasting which benefited the import/export company's (Pope's International Limited) operations significantly. Moreover, I finalized yearly accounts and dealt with the statutory auditors for the submission of Financial Statements to the Inland Revenue Department of Hong Kong

### **Director** (08/1995 to 01/2006)

R&M Corporate Services Limited, Hong Kong

At the company, I managed staff to service numerous import/export and professional companies, by offering our accounting and internal audit expertise and functions. Additionally, we provided taxation and company secretarial services. I also maintained and developed relationships with quite a few local clients as well as clients with operations overseas.

### **Finance Manager** (10/2006 to 04/2008)

VIG Management Services Limited, Hong Kong

I oversaw the accounts/finance department which was responsible for providing accounting/finance services for a group of companies including an insurance broker, property company, offshore companies and companies in India, Dubai and Zurich. I was also responsible for legal issues related to the operations of offshore companies and overseas companies. Furthermore, I handled payroll, employer returns of Hong Kong companies and tax returns of the directors.

### **Self Employed** (2/2005 to present) Hong Kong

I solely provided accounting, internal audit & consultancy services to clients, which included cash flow, receivables/payables status, project status reports, comparative analysis and forecasting. Worked with company staff in the discharge of my functions to the satisfaction of my clients.

## Skills

### **Oracle Financial Systems**

- I am proficient in this skill and have utilized this frequently to oversee the accounting transactions for insurance brokers and other companies.

### **English Language skills**

- I am a native English speaker, and have used my english language skills to communicate with several Western clients. I am also very good at writing clear and concise professional emails to both staff and clients, which is critical in organizing departmental meetings as well as maintaining relationships with international companies

### **Collaborative skills**

- Being able to listen to other people's points of view and incorporating everyone in the decision making process has been one of my strengths. I have experience in resolving disputes and can offer a calm/stable persona in the team environment. I keep staff motivated and satisfied to improve efficiency significantly at the workplace

### **Microsoft Excel**

- I am extremely experienced with Microsoft Excel when making financial analysis and reports.

### **Flexible**

- I am quite open minded and flexible at working with different departments (accounts/finance, internal audit, tax, legal, etc) and companies.

### **Handling pressure**

- My work experience has developed my ability to meet strict deadlines by being calm under pressure

## Education

### **University of Mumbai** (1986 - 1989)

Bachelor of Commerce (including financial accounting/audit)

### **Davar's College of Commerce, Mumbai** (1993)

Diploma in DBaseIII & Database Management Plus