Flat 9B, Liang Ga Building•296-302 Des Voeux Road West • Hong Kong

Mobile : +852 6126 3067

E-mail: elainecheng.hn@gmail.com

**Elaine Cheng CPA**

**Executive Summary**

* + **Over 8 years of accounting and finance experience in banking and finance industry**
  + **Specialise in multinational companies with expertise in working closely with SSC**
  + **Good interpersonal skills in multi-cultural environment**
  + **Multi-tasking with excellent time management skills**
  + **Strong analytical and problem-solving skills; great attention to details**

**Working Experience**

**Allegis Group – *Assistant Finance Manager APAC (Hong Kong)***

Oct 2015 – Sep 2017

* + Prepare monthly management reporting covering P/L variance analysis and profitability analysis for senior management
  + Provide analytical review on monthly revenue account and balance sheet packs for APAC business operations, covering 9 business units across APAC
  + Synthesize on monthly accounts information and provided insight on financial performance to commercial team
  + Supervise an offshore shared service team (SSC) on preparation of monthly accounts, provide training to the team and enhance the quality of deliverables for Group’s accounting requirements
  + Review the Group monthly PL and Balance Sheet packs prepared by SSC team
  + Involve in annual budgeting and forecasting for each business operation in APAC
  + Prepare deliverables for interim and year-end audit fieldwork and the audited financial statement (AFS) for management sign-off
  + Provide all necessary inputs for tax filing, complying with all accounting standards and external regulatory requirements
  + Train junior accounting staffs on best practices and areas of improvement in preparation of monthly account

**Waring Group – *Company Management Accountant (Melbourne, Australia)***

Jul 2011 – Jul 2015

* + Prepare Group/Company monthly full-set management accounts, including preparation of schedules and reports within the monthly management report pack
  + Prepare monthly reconciliations of various accounts (Assets, Inventory, AR, AP, Cash Management, Prepayments, Accruals and Inter-company transactions) and reconciliation journals
  + Assist in budgeting and forecasting, perform KPI reporting, cash flow management and foreign currency accounting for the group’s local and overseas companies
  + Variance analysis of month end results or other analysis as required (e.g. margin analysis, returns analysis, stock obsolescence)
  + Commercial analysis to assist business managers in improving their performances
  + Work with the Financial Controller in the preparation of annual budgets and quarterly forecasts within agreed defined deadlines
  + Prepare taxation returns for timely submission, accurately and in accordance with the law: income tax, fringe benefits tax, business activity statements, withholding tax claims
  + Tax effect accounting for relevant entities including DTA, DTL, PIT and income tax for year end and reporting requirements
  + Work closely with auditors to ensure compliance with all accounting standards and external regulatory requirements
  + Monitoring accounting policies and financial controls and ensuring that they are in accordance with the AFRS

**GPS Partners – *Tax Accountant (Melbourne, Australia)***

Jul 2010 – Jul 2011

* + Prepared business accounting and company tax returns
  + Provided services and advices on superannuation consulting and compliance of self-managed super funds
  + Conducted cloud accounting and bookkeeping exercises
  + Supported the team on reporting and analytics
  + Assisted in software selection and training including MYOB and QuickBooks

**Agri Enterprises Pty Ltd (MyPak Packaging) *- Assistant Accountant (Melbourne, Australia)***

Jan 2009 – Jul 2010

* + Responsible for monthly reconciliations, bookkeeping duties, maintenance of general ledger and accounting systems
  + Formulated and implemented standard reporting system
  + Prepared financial statements, tax reports and liquidity and cash flow analysis
  + Managed monthly submission of Business Activities Statement (BAS)
  + Prepared the Fringe Benefit Tax (FBT) reporting and Australian Tax Office (ATO) Returns
  + Provided administrative support on accounts set-up

**Education**

2009 –2012 **CPA Professional Development: CPA Program**

#### *CPA Australia*

#### 

#### 2006 –2008 Bachelor of Commerce

(Majors: Accounting and finance)

*The University of Melbourne*

2004 –2005 **Monash University Foundation Program**

*Taylors College*

2000 –2004 **HKCEE**

*Ying Wa Girls’ School*

**Personal Achievement**

2007 Member of the National Institute of Accountants Australia

2006 Hong Kong Students’ Association & Accounting Students’ Association

*The University of Melbourne*

2009 Member of the CPA Australia

2012 Completion of CPA Program

2013 Certified Public Accountant

**Language Proficiency and Skills**

* + Fluent in written and spoken English, Cantonese and Mandarin
  + Proficient in Microsoft Office Suite and accounting softwares: MYOB, QuickBooks, Oracle, SAP, Hyperion and ERP