**PANG WING TUNG, CASTLE**

##### Personal Data

Sex : Female

Date of Birth : 17th November 1989

Nationality : Chinese

Address : Flat A, 38/F, Block 1, Ma On Shan Centre, ShaTin

Telephone / Mobile : 9177 7584

Email : [wingtung8@gmail.com](mailto:wingtung8@gmail.com)

##### Work Experience \_\_\_\_\_\_\_\_\_\_\_\_

**China International Capital Corporation Limited**

10/2016- Present *Accounts Payable Assistant*

* Prepare payments to suppliers;
* Vendor statement and bank reconciliation;
* Prepare account analysis and reconciliations;
* Support business on a daily basis, including preparation of management report;
* Other accounting and reporting functions.

**Beckman Coulter Inc.**

08/2014 – 08/2016 *Accounting Officer (1-year based Contract)*

* Responsible for HK accounts receivable function, including receipt entry, daily cash flow operations, and aging reports
* Handle HK & SGP accounts payable function, including staff expense, PO matching
* Prepare bank reconciliation
* Prepare AR related monthly accounts schedules and analysis report
* Assist in AR/AP closing
* Liaise with PRC colleagues to follow up on PRC debts
* Prepare monthly accounts schedules and analysis reports
* Prepare quarterly SGP tax payment and schedules and monthly internal audit schedules
* Handle inter-company netting transactions
* Perform account & vendor reconciliation

05/2012 – 06/2014 **Savills Property Management Limited**  
 *Accounts Clerk*

* Manage full set of accounts for several large scale properties
* Handle book-keeping works of A/P and A/R, prepare receipt and payment voucher, daily settlement and other accounting related transactions
* Cash auditing and assessment
* Maintain and implement data information management systems
* Budget management, planning and control
* Prepare aging analyst report to directors and reminder to clients
* Support implementation of new administrative IT systems and streamline business processes
* Error and complaint handling for key accounts

07/2011 – 05/2012 **Zurich Insurance Group (Hong Kong) / Zurich International Life**

*Rec*ord *Management Administrator*

* Provide cost-effective and professional records management service in supporting across BUs
* Stock usage, management and budget monitoring for office activities
* Handle daily policy administration activities such as client fund switches and instructions

##### Education and Qualification

2012 – 2013 **HKUSPACE**   
Postgraduate Diploma in Professional Accounting

2009 – 2010  **The Open University of Hong Kong**

Bachelor of Business Administration in Management

2006 – 2009 **The Chinese University of Hong Kong – Tung Wah Group of Hospitals Community College**

Associate Degree of Financial Services

2001 - 2006  **The Y.W.C.A. Hioe Tjo Yoeng College (**F.1 - F.5)

##### Other Qualification \_\_\_\_\_\_\_\_\_\_\_ \_

2012 LCCI level 3

2014-Present HKICPA student member (finished Module A, B, C & D)

##### Skills and Interests \_

Languages: Cantonese (Fluent), English (Fair), Mandarin (Basic)

Computer skills: Proficient in Microsoft Word/Excel/PowerPoint,

Chinese word processing (30wpm), Oracle, Blackline

Interests: Baking and food decoration, badminton, yoga practices

##### CURRENT salary

HK$ 18,000 + discretionary bonus

##### Expected salary

HK$ 21,500 - $22,500

##### Availability

1 month notice

***References available on request***